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interzum guangzhou

CIFM | 中国广州国际木工机械、家具配料展览会
CHINA INTERNATIONAL WOODWORKING MACHINERY & FURNITURE RAW MATERIALS FAIR (GUANGZHOU)

市场远景 纵览手此

参展商手册 Service Manual

Detailed visions for future markets

International Trade Fair for Furniture Production

2011年3月27-30日

中国进出口商品交易会展馆（琶洲）

27-30 March, 2011

China Import and Export Fair Complex (Pazhou)

中国对外贸易中心（集团）
China Foreign Trade Centre (Group)

koelnmesse
we energize your business

WELCOME NOTE

Dear Exhibitor,

Thank you for your participation in **interzum guangzhou 2011**.

This Exhibitor Service Manual has been compiled to assist you in your preparation for the event.

The "Index of Forms" lists all forms included in the manual and shows you which forms are compulsory. The other forms are for your attention and completion where necessary.

Please send us the order forms by the dates indicated so that we can ensure that the services you require have been arranged.

We look forward to welcoming you at **interzum guangzhou 2011**.

The Organizing Team
December 2010

INDEX OF FORMS

	Content	Compulsory	Deadline	Page
	List of Contacts			3
	Exhibition Schedule			4
	General Information			5-7
	Technical Information			8-13
	Rules & Regulations			14-21
Forms	Marketing Opportunities			
0	Order Form Checklist			22
1	Catalogue Ads(Additional）		21 Jan 2011	23
2	Business Matching		14 Jan 2011	24
3	Exhibitor Nominated Buyer		18 Feb 2011	25
4	Conference and Seminar		28 Jan 2011	26-28
5	Outdoor Advertising		11 Feb 2011	29
	Booth and Utilities			
6	Additional Exhibitor Badges		18 Feb 2011	30
7	Fascia Lettering		4 Mar 2011	31
8	Raw Space Exhibitors	Raw Space	28 Jan 2011	32-34
9	Service Location Plan	All Exhibitors	4 Mar 2011	35
10	Furniture & AV Equipment		4 Mar 2011	36-37
11	Electricity & Lighting	Raw Space	4 Mar 2011	38
12	Water & Compressed Air		4 Mar 2011	39
13	Heavy & Large Exhibits		4 Mar 2011	40
14	Telephone, Internet & Fax		4 Mar 2011	41
15	Exhibition Staff		18 Feb 2011	42
16	Freight Forwarding		Refer to forms	43-49
17	Visa Application		28 Jan 2011	50
18	Hotel Reservation		18 Feb 2011	51-52

All Information in this manual is correct at the time of printing as the Organizers have done their utmost to ensure accuracy.
The Organizer apologize for any misprint or error, and regret that we cannot be held liable on any account whatsoever for them.

LIST OF CONTACTS

Organizing Team

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Beijing 100004 P.R. China
Tel : +86 10 6590 7766 ext 711
Fax : +86 10 6590 6139
Email : a.dai@koelnmesse.cn
Contact : Ms. Amelie Dai

Official Freight Forwarder

Hong Kong Office
BALtrans Exhibition & Removal Ltd.
15/F., Room 1510, Ocean Centre
No. 5, Canton Road, Tsimshatsui
Kowloon, Hong Kong
Tel: +852 2798 6628
Fax: +852 2796 5606
Email: info.hkg@exhibition.baltrans.com
Contact: Mr. William Wan

Guangzhou Office
BALtrans International Cargo Ltd.
Guangzhou Branch
Room 2401 & 2414, 24/F., Yi An Plaza, No. 33 Jian She 6th Road, Yue Xiu District
Guangzhou, P.R. China
Tel: +86 20 2883 5008
Fax: +86 20 2883 5001
Email: info.can@exhibition.baltrans.com
Contact: Mr. Kevin Cai

Official Stand Contractor

Milton Exhibits & Engineering (Shanghai) Ltd
Guangzhou Branch Company
Address: 3B, Block 45, NO.3 JianShe Da MaLu,
YueXiu District, Guangzhou, 510053, China.
Tel : +86 20 8374 1884 ext. 302 / 205 / 301
Fax : +86 20 8384 2665
Email : cliang@milton-gz.com
fifigu@milton-gz.com
queenieye@milton-gz.com
Contact : Mr. C Liang & Ms. Fifi Gu &
Ms. Queenie Ye

Official Travel Agent

Guangzhou Office:
Canton Fair International Travel Agency Co. Ltd
4/F Trade Building, 117 Liuhua Road
Guangzhou, P.R. China
Tel : +86 20 2608 2111 / 8667 1722
Fax : +86 20 2608 2113 / 8668 1714
Email : cantonfair.tour.1@vip.tom.com
Contact : Ms. Yan & Ms. Tan

SCHEDULE OF EVENTS

Build-up Period	**Date**	**Time**
Official Stand Contractor Move-In	23-24 March 2011 25 March 2011 26 March 2011	0900 – 1700 hrs 0900 – 2100 hrs 0900 – 2300 hrs
Exhibitor Nominated Contractor Move-In	23 March 2011 24 March 2011 25 March 2011 26 March 2011	1300 – 1700 hrs 0900 – 1700 hrs 0900 – 2100 hrs 0900 – 2300 hrs
Exhibitor Registration For Raw Space Exhibitors For Standard Shell Scheme and Premium Shell Scheme Exhibitors	 23-25 March 2011 26 March 2011 25 March 2011 26 March 2011	 0900 – 1630 hrs 0900 – 1800 hrs 0900 – 1630 hrs 0900 – 1800 hrs
Electrical Installation	25 March 2011 26 March 2011	1300 – 1700 hrs 0900 – 1500 hrs
Exhibits Move-In and Stand decoration (Standard Shell Scheme Exhibitors)	25 March 2011 26 March 2011	0900 – 2100 hrs 0900 – 2300 hrs
Exhibition Period	**Date**	**Time**
Opening Hours of Exhibition	27 March 2011 28 March 2011 29 March 2011 30 March 2011	0830 – 1800 hrs 0900 – 1800 hrs 0900 – 1730 hrs 0900 – 1700 hrs
Dismantling Period	**Date**	**Time**
Exhibits Move-Out	30 March 2011	1700 – 2400 hrs
Stand Dismantling	30 March 2011 31 March 2011	1700 – 2400 hrs 0900 – 1700 hrs

Notes:

- All exhibitors must decoration their stands by **2300 hrs on 26 March 2011**. No construction is permitted after 2300. If you do need more time for decoration work, you can apply for over time at night of 25 March (no time limitation) , and please find the relevant procedures described below.
- Exhibitors who require exceptions from this rule must obtain written permission from the Organizer for security and hall lighting to be arranged.
- If exhibitor requires booth construction overtime, they must submit the application together with the overtime payment to the Official Contractor's onsite office by 1500 hrs on the same day.
  Apply for over time apply before 1500 hrs will be charged RMB 14 /sqm/h 1 hour, apply for over time after 1500 hrs will be charged RMB 18 /sqm/h, apply for over time after 1700 hrs won't be accepted.
  * Over time during the move-out will not be permitted; all exhibitors should tear down at required time.
- Exhibitors must move-out by 1700 hrs on 31 March 2011. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement e.g. hiring of staffs, will be charged to the exhibitors.

A) GENERAL INFORMATION

1. Name of Event

interzum guangzhou 2011

2. Venue

China Import & Export Fair Pazhou Complex
No.382 Yuejiang Road (M), Haizhu District
Guangzhou, P.R. China

3. Opening Dates & Times

Sunday – Wednesday
27 - 30 March 2011

Exhibitors	27 – 28March	0830 – 1800 hrs
	29 March	0900 – 1730 hrs
	30 March	0900 – 1700 hrs
Trade Visitors	27 – 28March	0930 – 1800 hrs
	29 March	0930 – 1730 hrs
	30 March	0930 – 1700 hrs

4. Organizing Team

Organized by

China Foreign Trade Centre (Group)
Koelnmesse GmbH

Hosted by

China Foreign Trade Guangzhou Exhibition General Corporation
Koelnmesse Co., Ltd.

5. Visitor Admission

- Visitors must register at the registration counter at the entrance area of the hall.
- Admission is free for invited guests and pre-registration visitors only. Other visitors need to pay for the entrance.
- The Organizer reserves the right to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless prior approval is obtained from the organizer.
- Business or smart casual attire is compulsory, shorts and sandals are not permitted.
- Minors under 18 years of age are not allowed into the exhibition halls.

6. Facilities

A Press Centre for local and international media will be made available throughout the opening hours to assist members of the press.

7. About Guangzhou

Guangzhou, the capital city of Guangdong province, is situated in the south of China, adjacent to Hong Kong and Macau. Traditionally known as the gateway of China, Guangzhou is the center of economy, culture and finance hub for international trade. As a frontier of China's reform and opening policy, Guangzhou experienced a tremendous improvement in the aspects of economy, transport, catering and other infrastructure in the past decade.

8. Venue Routes

China Import & Export Fair Pazhou Complex is situated at No.382, Yuejiang Zhong Road, Haizhu District, Guangzhou. Exhibitors can get to the venue by the following routes:

a) You may take Metro Line 8 to Pazhou station. (If you take Metro Line 1, you need to transfer to Line 2 at Gongyuan Qian station then transfer to Line 8 at Changgang station; if you take Metro Line 3, you need to transfer to Line 8 at Kecun station.)

b) If you are driving to the venue, you can get to Xingang Dong Road via Guangzhou Bridge, Jiangwan Bridge and Haiyin Bridge. You can also get to the venue via Huangpu Ave or Huanan Thruway. (Pazhou Bridge & Huanan Thruway are charged highways). For Details please refer to the "Location Map of Chinese Export Commodities Fair Pazhou Complex" on next page.

9. Transport

By Air

Guangzhou Baiyun International Airport is located only 40 minutes via taxi from the official hotels and the fairground. It offers regular flights to and from the major Asian cities, including Hong Kong.

By Rail

Eastern Guangzhou Railway Station is located approximately 20 minutes via taxi from the official hotels and the fairground. There are express trains traveling every 2 hours between the station and Hong Kong Hung Hom Station. The trips take about 90 minutes. For inquiries, please call +852-294-77-888 (HK) or +86-20-8755-0917 (Guangzhou).

By Bus

There are frequent shuttle bus services between Guangzhou and Hong Kong. Visitors can board the bus at China Hotel and Dongfang Hotel.

10. Language

Putonghua is the official language although there are numerous other dialects. Cantonese is the main dialect spoken in Guangzhou & Hong Kong. English is an international business language but it is not widely spoken. Interpretation is still needed for most business transactions in China.

To hire an interpreter for the event, please complete **Form 15**, and fax it to the Organizer before **18 February 2011**.

11. Currency

The currency used in China is Renminbi, abbreviated as RMB. Most credit cards such as VISA, Master Card and American Express are only accepted in major hotels and large shopping outlets. It is advisable to carry some cash and exchange for local currency when possible.

12. Visa

Visas are required for all visitors to China. For application, please approach the nearest China Embassy at least one month before your departure. Please contact the Organizer for official invitations, which are sometimes required for visa application. Please refer to **Form 17** for details.

13. Climate

Guangzhou is a subtropical area with temperature ranging from 10°C to 32°C throughout the year. It is usually rainy and humid in March with an average temperature of 20-25°C.

14. Time

China is 8 hours ahead of Greenwich Mean Time and 16 hours ahead of United States Western Standard Time.

15. Hotels / Taxi and Airport Transfer

Discounted rates have been secured for exhibitors and visitors to **interzum guangzhou 2011**. Please refer to **Form 18** for hotel bookings or refer to our website www.interzum-guangzhou.com for further details.

Taxis are available at the airport. Taxi service hotline in Guangzhou is 96900.

Optional tours in and around Guangzhou and the Region can be booked in advance at www.interzum-guangzhou.com or at the service counter on-site. For special arrangements please contact our Official Travel Agent.

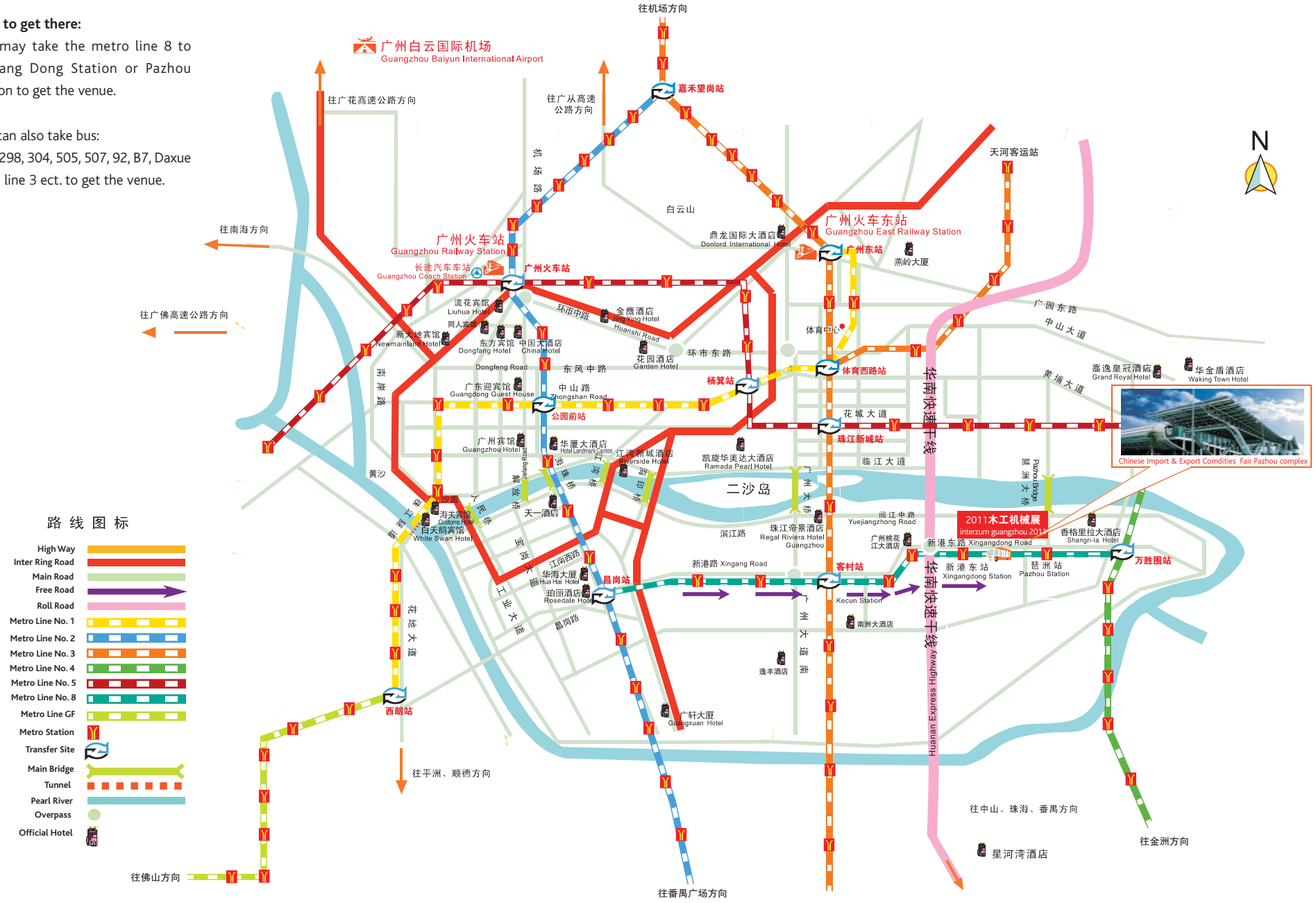
交通指南 The Location Map of China Import & Export Fair Complex

How to get there:

You may take the metro line 8 to Xingang Dong Station or Pazhou Station to get the venue.

You can also take bus:

262, 298, 304, 505, 507, 92, B7, Daxue town line 3 ect. to get the venue.



B 1. Booth Construction Regulations

1.1 Official Stand Contractor

Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company has been appointed as the Official Stand Contractor for this event. The Exhibitors may employ a contractor of his choice to construct and install any stands they may require. Raw Space Exhibitors using non-official contractors must submit detailed drawings for approval by the Organizers/Official Stand Contractor before **28 January 20110**. For details, please refer to **Form 8**. The Organizer reserves the right to reject any construction and design they deem inappropriate.

Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
Address: 3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel : +86 20 8374 1884 ext. 302 / 205 / 301
Fax : +86 20 8384 2665
Email : cliang@milton-gz.com / fifigu@milton-gz.com / queenieye@milton-gz.com
Contact : Mr. C Liang & Ms. Fifi Gu & Ms. Queenie Ye

1.2 Standard Shell Scheme Construction

The basic design for each Shell Scheme booth consists of:

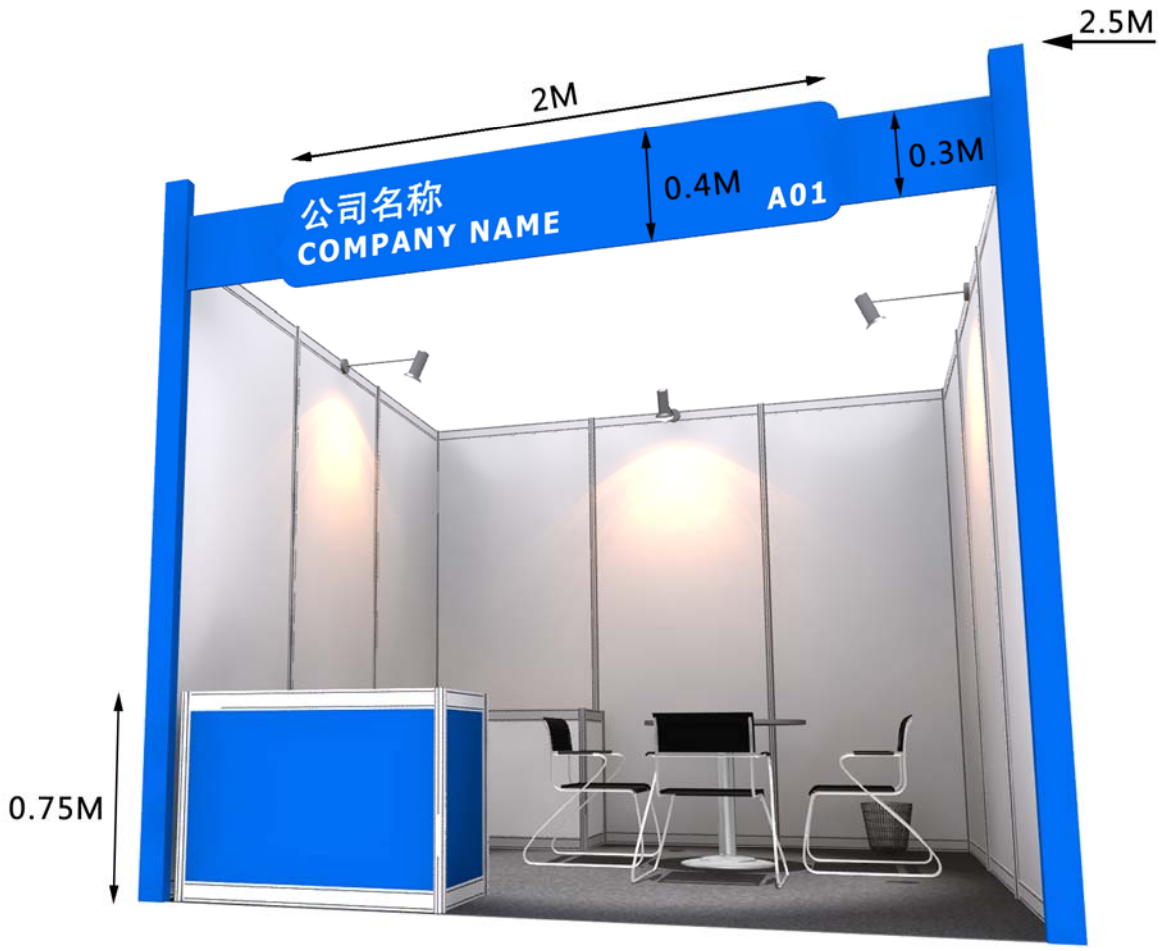
	9-12sqm	15sqm	18sqm
Carpet	As per stand space		
System Wall Elements (2..5mH)	As per stand space on all closed sides		
Fascia Board with English & Chinese Company Name and Booth Number	On all open sides		
Information Counter	1	1	2
Lockable Sideboard	1	1	2
Round Table	1	1	2
Leather Arm Chair	3	3	6
Flat Wall Shelf (1000L x 300Wmm) (Optional) *	3	3	4
Long-arm Spotlight (100W)(ML002)	3-4	5	6
Power Socket (Max 500W)	1	1	2
Waste Paper Basket	1	1	2
Daily Booth Cleaning	Incl.		
*The Flat Wall Shelf is an optional item and will only be installed on request. Please complete Form 9 and return to the Official Contractor to submit request by 04 March 2011. Free quantity is listed in the table above			

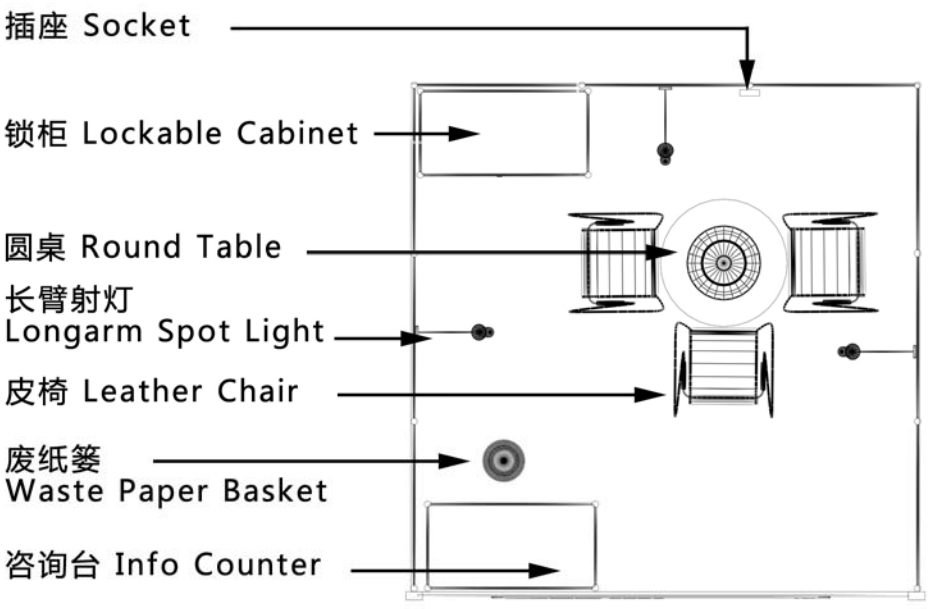
The basic design for each Premium Shell Scheme booth consists of:

	18sqm	27sqm	36sqm
Carpet	As per stand space		
System Wall Elements(2.5mH)	As per stand space on all closed sides		
Fascia Board with English & Chinese Company Name and Booth Number	On all open sides		
Tall Show Case (1000L x 500W x 2500Hmm)	1	1	2
Low Show Case (1000L x 500W x 1000Hmm)	1	1	2
Round Table	1	1	2
Leather Arm Chair	6	9	12
Flat Wall Shelf (1000L x 300Wmm) (Optional) *	3	5	6
Shelf Rack (1m*0.3m, inside store room)	1	1	1
Long-arm Spotlight (100W)	6	9	12
Power Socket (Max 500W)	1	1	2
Waste Paper Basket	1	1	2
Store Room, incl. folding door	2sqm	2sqm	4sqm
Daily Booth Cleaning	Incl		
*The Flat Wall Shelf is an optional item and will only be installed on request. Please complete Form 9 and return to the Official Contractor to submit request by 04 March 2011. Free quantity is listed in the table above			

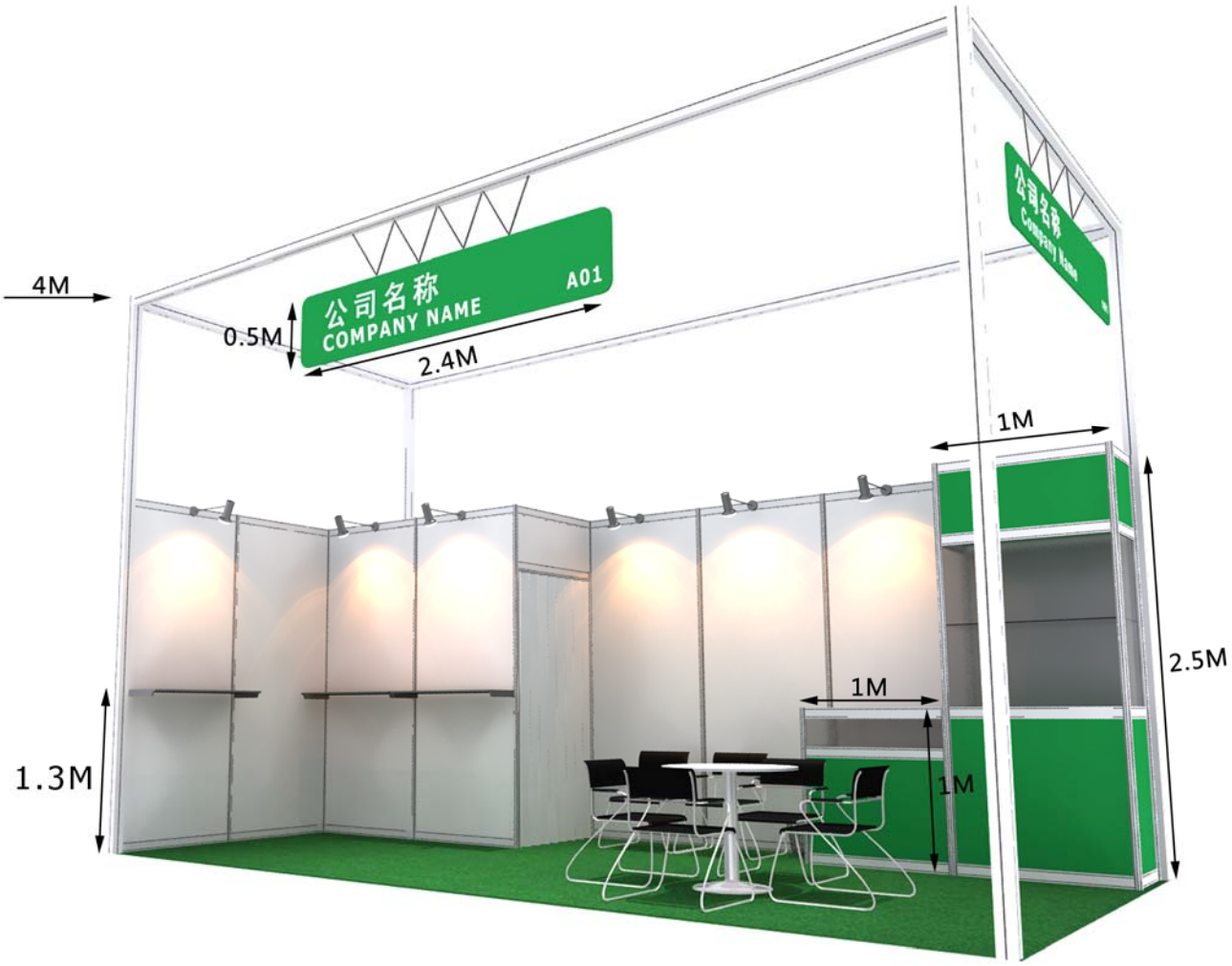
*** Please contact the Organizer for entitlements for booth sizes which are not specified above.**
Booth facilities listed above are subject to change at the discretion of the Organizers without prior notice.

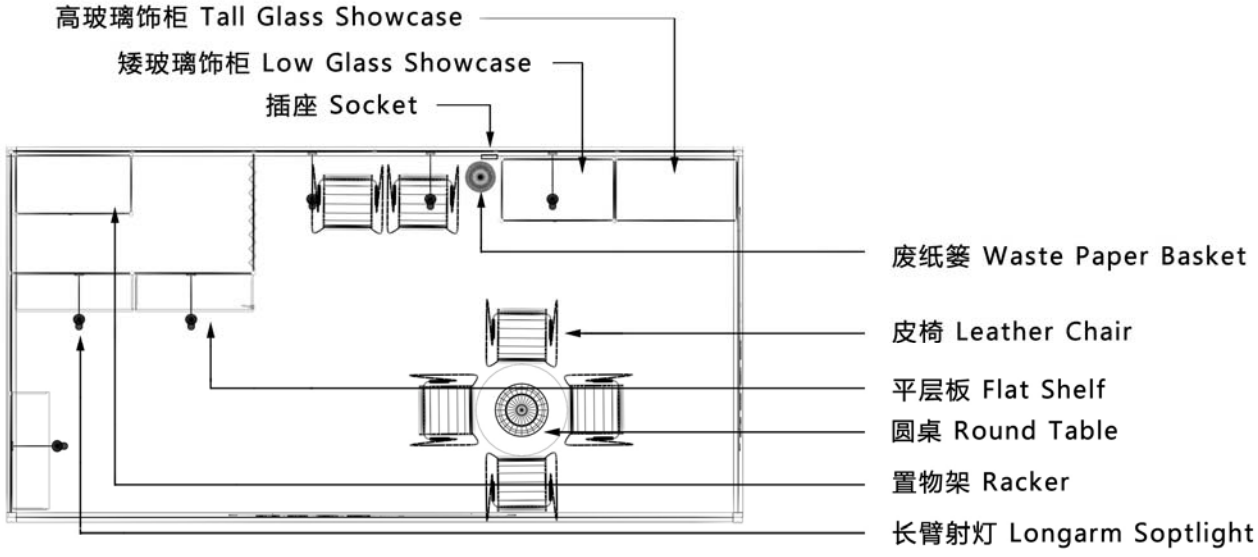
国际普通标准展位 Standard Shell Scheme





国际高级标准展位 Premium Shell Scheme





If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.
Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the manual.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Official Stand Contractor and charged accordingly to the exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

Exhibitors are disallowed from replacing existing fascia with self-made fascia for Standard and Premium Shell Booths. Please refer to Figure 1.0 for an example.

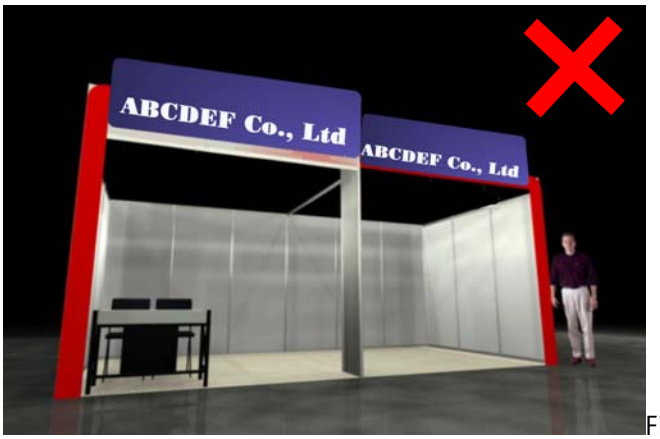


Figure 1.0

1.3.1 Stand arranged by Exhibitor

Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. **The Organizer reserves the right to reject any contractor and design they deem inappropriate.**

Each booth must have its own panels and it is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel. Please refer to Figure 1.1 for an example.
If the exhibitor fails to cover the back of the panel, the Organizer will assign the Official Contractor to do the covering before the show opens, and the cost will be deducted from the paid Hall Clearance Deposit.

Figure 1.1

Island booths are not allowed to construct a full wall on open side. All walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both. Booths with special design must have their exposed backwalls covered with suitable material, i.e. white wooden panels. If found building differently from the layout approved by the Organizer, exhibitors will be asked to rebuild the booth and bear all related costs including overtime charge.

According to the Fire prevention rules, if your Raw Space design has a full wall frustration towards the venue solid wall, you need to have a 1m(w) x 2m(h) (at least) door on your full wall design.

The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The information of the contractor must be given to the Organizer by completing **Form 8**. Failure to obtain written approval can result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the Exhibitors appointed contractor is not the Official Stand Contractor, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.

This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted based on the stipulated deadline for the approval of the Organizer. **Late submissions will not be approved.** Please refer to **Form 8** of this manual.

1.3.2 Construction Height

The maximum permitted for single story stand construction height is **4.5m**, for double stories stand is **6m,** and subjected to final approval by the Organizer.

Any stand construction has to be approved by the Organizer.

1.3.3 Building Material / Dangerous Materials

Materials for the construction of the exhibition booths shall have a minimum flame spread rating. No false ceiling will be approved, unless the material used will allow water to flow through freely.

No temporary gas, petrol or highly inflammable substances are allowed in the halls. All pressure vessels or equipment must conform to safety standards and regulations. Approval for its use is required.

Any stand of more than 60m² has to be equipped with a fire extinguisher.

1.3.4 Double storey stands

Apart from the mentioned rules & regulations, exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:
1. The exhibiting company of the lower tier of a particular booth must be same as that of the upper tier.

2. The rental rates for the contracted floor area at the upper tier shall be one third (1/3) that of the lower tier. That is, if the rental rate for the lower tier floor area is €130 per square metre, the rental rate for the upper tier floor area is € 43 per square metre.

3. Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 square metres and that the minimum length of any dimension of that area is 6 metres.

4. The contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth.

5. All booth designs and stand construction must be approved in advance by the organizers and the venue owner in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities' review and approval.

6. The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the venue owner.

7. Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

8. Each booth must have its own panels and it is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.

9. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be given to the Organizer by completing **Form 8**. Failure to obtain written approval can result in costly alterations onsite such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the exhibitor appointed contractor is not the Official Stand Contractor, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.

10. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

B 2. Power, Water & Compressed Air

2.1 Power Supply and Lighting

a) Basic hall lighting will be provided. The standard electrical current supply is single phase, 220 Volt 50 Hz.

b) Electricity supply will be switched off **30 minutes after the exhibition closes each day**. 24-hour electricity supply can be arranged on a **chargeable** basis through the Organizer.

c) To ensure maximum safety and sufficient electrical supply, all electrical installations and electrical capacities used must be reported to the Organizer in advance.

d) All electrical installations must fulfill the relevant safety standards and meet the requirements and Quality Standards of the Fire Safety Authorities.

e) For safety reasons, please use one socket for one machine only (maximum power is 500W). **Please take note that the use of multi-socket is not permitted**.

f) Electrical wire must be ZR-BVV and jacketed. Wire with aluminous core is not allowed.

g) Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10A electric current.

h) 30A creepage prevention switch must be set at visible and safe position of exhibition, for the convenience of operation and examination.

i) The metal protector tubes and metal components must have electric jumper and protection earthing.

j) All the electric circuit should have privacy protecting earth conductor, which should be connected with all the probably leek metal component.

k) The quartz lamp should have protecting asbestos pad; Ads. Lamp house should have necessary equipment for the heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.

l) There should be protecting cover for the lights with countable heat (above 100W). Lights with huge heat are not allowed to be used (above 500W).

m) All electrical installations or dismantling must be carried out by licensed electricians. All electrical equipment must be tested by licensed engineers appointed by the Official Stand Contractor prior to its use.

n) Daylight lamp rectifier should be fixed away from the daylight lamp, fixing together is not allowed.

o) The electricity box shall not be fixed in a closed room in principle, but it can be fixed in an unlocked room with marks of words like "electricity room" if such room locking is really necessary.

p) The Organizer has the authority to disconnect electricity supply to any electrical equipment that is considered dangerous, hazardous or disruptive to visitors and other exhibitors.

q) Illumination is normally lower than 32A380V with leakage protection while power higer than 32A without leakage protection.

r) Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. It's not allowed to connect any light or machine directly to the exhibition center's electric box.

2.2 Water and Compressed Air

For operational safety reasons, only the Official Contractor is permitted to carry out the installation work required. For orders please use **Form 12**.

B 3. Freight and Exhibits

3.1 Official Freight Forwarder

The Organizer has appointed **BALtrans Exhibition & Removal Ltd.**as the Official Freight Forwarder, site handling and customs clearance agent for **interzum guangzhou 2011**. Please refer to **Form 16** for detailed guidelines on freight forwarding services

a) Exhibitors are requested to obtain Move-out clearance forms with their business cards at Service Centre after 14.00hrs on 30 March 2011.

b) Without special approval from the Organizer, no additional exhibits are allowed to enter the exhibition hall once the fair has opened. No exhibits are allowed to be taken away from the hall before the fair ends. Exhibitors must obtain a move-out permission to move out their exhibits at the end of the fair.

c) Exhibitors may use light trolleys to deliver hand-carried items, light exhibits or displays to the exhibition stand(s) during the Move-in period.

d) For heavy exhibits, exhibitors are not allowed to use their own mechanical transportation equipment (e.g. hoist, crane, forklift, truck, jack lift, trolley etc.) to deliver their exhibits to the stand. They have to make arrangements with the Official Freight Forwarder appointed by the Organizer to make delivery to their stands. For details, please contact the Official Freight Forwarder.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out one hour before the start or immediately after the show.

Please address all correspondence concerning exhibition freight forwarding matters directly to any of the **BALtrans Exhibition & Removal Ltd.** office worldwide.

For Overseas Participation
BALtrans Exhibition & Removal Ltd.
15/F., Room 1510, Ocean Centre
No. 5, Canton Road, Tsimshatsui
Kowloon, Hong Kong
Tel: +852 2798 6628
Fax: +852 2796 5606
Email: info.hkg@exhibition.baltrans.com
Contact: Mr. William Wan

For Domestic Participation
BALtrans International Cargo Ltd.
Guangzhou Branch
Room 2401 & 2414, 24/F., Yi An Plaza, No. 33 Jian She 6th Road, Yue Xiu District
Guangzhou, P.R. China
Tel: +86 20 2883 5008
Fax: +86 20 2883 5001
Email: info.can@exhibition.baltrans.com
Contact: Mr. Kevin Cai

3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not allowed to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

C 1. Film, Audio / Visual and Product Demonstration

Audio visual equipment may be provided by the exhibitor or hired from the official AV supplier using **Form 10**. All audio visual equipment should be kept to a maximum level of 75dB, unless otherwise stated by the Organizer. Sound levels will be measured using a nosimeter at each booth. When in operation, audio visual equipment must not disturb visitors or other exhibitors with excessive sound / noise. The Organizer reserves the rights to request a copy of the film which would be played in the booth in advance for examination, or discontinue any audio visual presentation which has either exceeded the maximum allowable volume, or been considered inappropriate.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other exhibitors.

Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizers, who reserve the rights to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizers.

C 2. General Cleaning

The Organizers will provide general cleaning of the exhibition public area and premises and stands (excluding Raw Space exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

C 3. Removal of Waste

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, contractor must remove from the site all the materials from their client's booth. Should they not do so, the deposit paid will be used to pay for removal by the official cleaning contractor.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. **The Organizers reserve the rights to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.**

C 4. Industrial Gas Demonstration and Fire Precaution

Exhibitors who, because of the nature of their exhibits, require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizers. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak. The official stand contractor may require on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall at all times.

C 5. Insurance and Liabilities

General insurance will be covered and handled by the Organizers. However, it is the responsibility of each exhibitor to arrange insurance coverage for their own exhibits during the exhibition.

All exhibitors must arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take up public liability and comprehensive protection. They should also provide an insurance coverage for their own staff against injury.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizers maintain security surveillance at all times, exhibitors are reminded that goods / exhibits will, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please contact the Organizers. Please note that you are not allowed to hire staff or personnel from other security agency.

The Organizers reserves the rights for cancellation, partial opening or postponement of the exhibition.

C 6. General Security

Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges. Exhibitor badges and temporary passes are available from the registration counter office on-site.

For security and safety reasons, movement of exhibits in and out of the exhibition area during show opening hours is not permitted.

C 7. Booth Operation

No business activity shall be conducted by the exhibitor and his co-participant outside their booth boundaries such as, distribution of promotional material, placing of banners, signages etc, outside/above their designated booth area. Please refer to Figure 1.3 for an example.

Figure 1.3

Activities which will inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of animation and sound equipment. Stage shows are also not permitted.
Without special permission from Organizers, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizers for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 1700hrs on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizers, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic. Any items left outside of the booth will be cleared away by the venue/Organizers. Placing of cupboards/tables onto gangway is strictly prohibited as it will obstruct fire escape routes.

Exhibitors and Contractors must clear items not for display purpose (e.g. containers, packing items) the day before the show period according to the schedule. The Exhibitors will have to pay the Organizers for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C 8. Use of Dangerous Materials

Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

Pressure Tanks

- The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standard and regulations

Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

C 9. Instructions for Product Demonstration

If product demonstration & introduction of machines/exhibits are needed on-site, exhibitors must abide the following instructions strictly:

a) Exhibitors are required to submit detailed description of product demonstrations in writing, including operational parts, flammable materials, laser, any dangerous articles etc. in order to get approval from the Organizers prior to the opening of the event.
b) Exhibitors are required to ensure all working machines are equipped with protecting devices, and such devices can only be removed when the power is shut down.
c) Exhibitors are required to ensure all working machines are operated by professionals. Any working machine without professional control is strictly prohibited.
d) All machines must be installed safely. They must be fixed to a safe position to avoid possible sliding. The position of the exhibits must not post any threat to the safety of visitors, staff or other people nearby.
e) All machines must be equipped with separate start-up facilities, and must not be operated by visitors or any other non-professionals without permission.
f) To avoid emitting poisonous & waste gas or other irritations in the exhibition halls, any product demonstration that may result in the above situation must seek approval from the relevant supervisory department.
g) Any display involving gas cylinders, open fire flames or welding are not allowed in the hall.

C 10. Sales of Exhibits & Storage

a) Retail of exhibits at the fair is not allowed at all times.
b) No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue. Exhibitors should make prior arrangement with their freight forwarders or the official freight forwarder for storage of their properties and packing cases.

C 11. Failure to Exhibit

Any organization which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizers, shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizers.

C 12. Groups and National Pavilions

Organizers of group and national pavilions are responsible for ensuring that all exhibitors and or / co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

C 13. Intellectual Property Rights

Koelnmesse GmbH (hereinafter referred to as "Koelnmesse"), as a professional organizer for international exhibition, respects and expects our exhibitors to respect the lawful rights of the owners of intellectual property rights (hereinafter referred to as "IPR"). For the purpose of protecting the lawful rights of the owners of intellectual property rights and facilitating the handling of intellectual property infringement complaints (hereinafter referred to as "Complaint") at the exhibition held by Koelnmesse, Koelnmesse hereby sets out the intellectual property protection rules ("Rules") to be complied with at the exhibition as follows according to the relevant PRC laws and regulations.

In these Rules the following expressions shall have the following meaning respectively:

"**Exhibition**" shall mean **interzum guangzhou 2011**

"**Exhibition Items**" shall mean any goods or products, exhibition boards and relevant promotion materials to be exhibited, used, distributed, sold or provided at or in relation to the Exhibition.

"**Relevant Activities**" shall mean the display, promotion, advertising, reproduction, publication, distribution, circulation, use, offer to sell, sale and provision of the Exhibition Items, either individually or collectively.

"**Complaint Office**" shall mean the office designated in the exhibition venue and composed of staffs of Koelnmesse, the competent administration authorities of the Exhibition and the local intellectual property authorities (hereinafter referred to as "Local IP authorities").

1. Exhibitor's representation and warranty

a) The exhibitor who participate in the Exhibition (hereinafter referred to as "Exhibitor") represents and warrants that its Exhibition Items and activities during the Exhibition do not and shall not:

(1) Infringe any intellectual property right or any other right of a third party including but not limited to any other exhibitors at the Exhibition; or

(2) Violate any Law.

b) The Exhibitor shall undertake to indemnify and hold Koelnmesse and other exhibitors harmless against all claims of third parties in connection with the improper use of the IPR of the Exhibition Items displayed and Relevant Activities performed by the Exhibitor which are not in accordance with the stipulations of this Rules or the Law.

c) The Exhibitor agrees that Koelnmesse shall not be responsible or liable for any actual or alleged infringement of any of its intellectual property rights arising from or in connection with Exhibition Items of any other exhibitor at the Exhibition. In addition, the Exhibitor agrees that Koelnmesse shall not be responsible or liable for any and all liabilities arising from or in connection with any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of Koelnmesse pursuant to, or in relation to, the Complaint and/or this Rules.

2. Procedures for handling Infringement Complaints

a) In the case that an Exhibitor receives a Complaint

In the event you receive an Infringement Complaint, please refer the complainant directly to Koelnmesse and/or the Complaint Office, at the designated office located in the exhibition venue.

Koelnmesse and/or the Complaint Office shall then handle the Complaint in accordance with the procedure set out in item 2 lit d) below.

b) If an IPR owner has a Complaint against any Exhibitor(s), it may contact Koelnmesse and/or the Complaint Office at the designated office located in the exhibition venue or contact the competent local IP administrative authorities directly.

c) When lodging a complaint, the complainant shall provide the following materials:

(1) Valid Certificate of the IPR in disputes:

(a) In case of patents, this shall be the patent registration certificate, the patent publication documents, the identification certification of the patent right owner, the legal status certification of the patent.

(b) In case of trademarks, this shall be the trademark registration certification affixed with the seal of the complainant and the identification certification of the trademark right owner.

(c) In case of copyrights, this shall be the certification of the copyright and the identification of the copyright owner.

(d) In case of any other types of IPR, we shall have the right to determine what shall constitute appropriate evidence of ownership.

(e) In case that the registrant in an IPR registration certificate is different from the complainant, the complainant shall provide supporting documents proving that the ownership of the IPR has been assigned to the Complainant or the Complainant has been appointed by the IPR owner to handle the Complaint.

(2) Basic information of the complainant, such as name, address, contact person of the complainant and the products or photos of the products which are claimed to be infringed if possible, etc.;

(3) Basic information of the suspected infringement and infringers, such as the name of the suspected infringer, exhibition counter of the Exhibition Items in question, photos, samples, brochures etc. of the Exhibition Items in question, etc.;

(4) Reasons and evidence of the suspected infringement, e.g. the copy of the suspected Items;

(5) Power of Attorney in the event that the complaint was filed by any one who is entrusted by the owner of the IPR.

d) Upon receiving an Infringement Complaint, Koelnmesse and/or the Complaint Office may require the complainant to provide us with the relevant identity certificate and complete a complaint form. Koelnmesse and/or the Complaint Office will then check completeness of the complaint materials and act as follows:

(1) If the complaint materials are complete, Koelnmesse and/or the Complaint Office will inform the Exhibitor in question and forward the complaint to the relevant local IP administrative authorities within 24 hours after we have received the complaint.

The Exhibitor in question will be required to provide Koelnmesse and/or the Complaint Office with either one of the following:

(a) A written undertaking declaring that it has already removed or intends to remove the Exhibition Items in question, has stopped or intends to stop Relevant Activities and that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. The exact date when the Exhibition Items in questions are removed or will be removed and when the Relevant Activities are stopped or will be stopped shall be clearly stated in such written undertaking.

In this case, Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

(b) A written declaration together with supporting documents claiming that the Complaint is unjustified and Koelnmesse and/or the Complaint Office will, at our own discretion, review the declaration.

If Koelnmesse and/or the Complaint Office believe the declaration is not satisfactory and sufficient to prove that the Complaint is unjustified, the Exhibitor in question will be required to remove the Exhibition Items in question and stop Relevant Activities immediately. Koelnmesse and/or the Complaint Office will further require the Exhibitor in question to sign a written undertaking stating that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

(2) If the complaint materials are not complete, Koelnmesse and/or the Complaint Office will require the complainant to provide us with the supplementary materials and the complaint will not be accepted if the supplementary materials are not provided.

(3) In case of repeated Complaints, if the repeated Complaint is against the same Exhibition Items of a previous exhibition organized by Koelnmesse Ltd., Koelnmesse and/or the Complaint Office reserve the right to reject the Complaint if it was rejected under reasonable grounds and the repeated Complaint does not provide supplementary document to support its statement.

e) Timetable

Due to the time limit of the Exhibition, the following schedule shall be complied with in order to facilitate the timely handling of any Complaint and Koelnmesse and/or the Complaint Office reserve the rights to adjust the schedule when necessary.

(1) Any Complaint shall be provided to Koelnmesse and/or the Complaint Office one day before the Exhibition is closed;

(2) Koelnmesse and/or the Complaint Office will have at least half a day during the term of the Exhibition to review the completeness of the complaint materials of any Complaint and to require and receive supplementary materials from a complainant;

(3) The Exhibitor in question will have at least half a day during the term of the Exhibition to provide the undertaking and declaration mentioned in the above item 2 lit d) (1);

(4) Koelnmesse and/or the Complaint Office will inform the complainant of the response from the Exhibitor in question and the status or outcome of the Complaint either before or after the end of the Exhibition.

Koelnmesse, as the organizer of the Exhibition, reserves the right to reject, or to suspend or stop the handling of any Complaint, if the above schedules are not complied with or if Koelnmesse, at its own discretion, is of the opinion that there is insufficient time for us to complete the handling of the Complaint. In such case, Koelnmesse shall not be liable or responsible for such rejection, suspension or stop.

3. Cooperation of Exhibitors

a) During the Exhibition, for the purpose of investigating the Complaint, Koelnmesse and/or the Complaint Office shall have the right to take samples or photos of the Exhibition Items in question.

b) Both the complainant and the Exhibitor in question shall cooperate and assist Koelnmesse and/or the Complaint Office and relevant local IP authorities for the purpose of investigation of any Complaint.

c) Upon request by Koelnmesse and/or the Complaint Office both before and during the Exhibition, the Exhibitor shall provide us with the documentations and evidence which can prove the proper use of the IPR of the Exhibition Items or can be used to against any actual or potential Complaint.

4. Non Compliance by Exhibitors

In case that the Exhibitors of the Exhibition Items of any alleged infringements refuse to cooperate, assist or provide any necessary information upon request or refuse to comply with the above item 3 lit c), Koelnmesse and/or the Complaint Office shall have the right to:

a) Refuse to allow Relevant Activities of the Exhibition Items in question or remove the Exhibition Items in question and take appropriate measures to prevent the commencement or continuance of all Relevant Activities;

b) Suspend or even terminate the right of the Exhibitor to participate in the current exhibition without refunding any payment that has already been made by such Exhibitor;

c) Prohibit the Exhibitor concerned from participating in future exhibitions organized by us or our affiliates.

C 14. Unforeseen Occurrences

In the event of any unforeseen occurrences or not stated, the decision of the Organizers shall be final.

*** IMPORTANT TO NOTE ***

C 15. Security

a) The Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours.

b) All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair. Exhibitors are obligated to the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, exhibitors may hire a security guard for the show hours. Please contact the Organizers for more information.

c) For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted.

d) All valuable and portable exhibits should be properly locked at all times.

e) **Free laptop lock rental is available at the entrance of each hall on payment of a refundable deposit(RMB100). Please remember to lock your laptop to your table or chair and always keep the laptop within eyesight.**

f) Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 2400 hrs on the final day of the fair.

g) If suspects are found, please contact the Organizers or the security guard in the exhibition hall immediately.

Order Form Checklist

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

interzum guangzhou

Please complete and return the forms for your required services to the Organizer before the deadline.

Form No.	Content	Compulsory	Deadline
8.	Raw Space Exhibitors	Raw Space	28 Jan 2011
9.	Service Location Plan	All Exhibitors	4 Mar 2011
11.	Electricity & Equipment	Raw Space	4 Mar 2011
2.	Business Matching		14 Jan 2011
1.	Catalogue Ads (Additional)		21 Jan 2011
4.	Conference and Seminar		28 Jan 2011
17.	Invitation Letter for Visa		28 Jan 2011
5	Outdoor Advertising		11 Feb 2011
3.	Exhibitor Nominated Buyer		18 Feb 2011
6.	Additional Exhibitor Badges		18 Feb 2011
13.	Heavy & Large Exhibits		18 Feb 2011
15.	Exhibition Staff		18 Feb 2011
18.	Hotel Reservation		18 Feb 2011
7.	Fascia Lettering		4 Mar 2011
10.	Furniture & AV Equipment		4 Mar 2011
12.	Water & Compressed Air		4 Mar 2011
14.	Telephone, Internet & Fax		4 Mar 2011
16.	Freight Forwarding		Pls. refer to form

Notes:

- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines
- For forms submitted after the deadlines, the service requested will not be guaranteed and will be subjected to a late fee surcharge
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate.

1 Catalogue Ads (additional)

To be returned by: **21 January 2011**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

1.1 Catalogue Advertisements and Company Logo

Our basic Catalogue Entry includes Alphabetical Listing with address, product and company description; as well as Listing by Country, Stand Number and Product Category. This service is **free-of-charge** and will be in accordance to the information provided in your Catalogue Entry Form of the application document. For additional entries of company logo or advertisements, please refer to the following information.

Company Logo / Trademark （black&white）

☐ We would like to include our trademark/company logo above our entry in the **Alphabetical List of Exhibitors**:
(Please ignore this item if you have applied for this service on the booth application form)

Entry fee: €50. Please send the logo (ai or eps format) to w.wang@koelnmesse.cn

1.2 Catalogue Advertisements

Back Cover 143 mm wide x 208 mm high + 3mm on each side for trimming	**€ 2,360**	☐
Inside Front Cover 143 mm wide x 208 mm high + 3mm on each side for trimming	**€ 1,650**	☐
Inside Back Cover 143 mm wide x 208 mm high + 3mm on each side for trimming	**€ 1,420**	☐
Inside Full Page 143 mm wide x 208 mm high + 3mm on each side for trimming	**€ 950**	☐
Business Logo listed on Top Brand Pages 17 mm wide x 17 mm high	**€ 170**	☐

Notes:

- All advertisements are subject to availability and will be processed on first-come-first-serve basis
- The above rates include film casting but exclude design and production of ads
- Ready-to-print films can be submitted to the Organizer by **28 January 2011**
  Please send the film directly to
  Mr. Wilson Wang
  Koelnmesse Co., Ltd. Guangzhou Branch
  Room 3311, Metro Plaza, 183 Tianhe Road(North), Tianhe District, Guangzhou, 510620 P.R. China
  Tel : +86 20 8755 2468 ext. 17

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

2 Business Matching

To be returned by: **14 January 2011**

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
m.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

2.1 Internet Entry and Business Matching — free-of-charge

As an exhibitor of **interzum guangzhou 2011**, you will be featured in our Virtual Exhibition at www.interzum-guangzhou.com. Your virtual booth enables your potential customers to learn about your company and your latest products even beyond the exhibition period.

This service provides extra value for both exhibitors as well as visitors at **interzum guangzhou 2011**. It is fast, effective and hassle-free as we will upload the company and product details provided in your application form onto our website. To enhance this service, please provide **one** product photo with the specifications indicated below and email to m.liang@koelnmesse.cn

Photo Size : 400 x 400 pixels
Resolution : 100 dpi
Format : jpg / pdf (compressed)
File Size : Not more than 500k

This enables visitor at the Virtual Exhibition to identify your company from the list of exhibitors and your potential buyer will be able to schedule appointments with you at a click of their mouse.

Product / Company Descriptions (maximum 50 characters)
(Please ignore this item if you have submitted the Form 3 on booth application form with compay profile.)

_____

_____

_____

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

3 Exhibitor Nominated Buyer

To be returned by: **18 February 2011**

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
m.liang@koelnmesse.cn
Tel: +86 20 8755 2468*15
Fax: +86 20 8755 2970

3.1 Exhibitor Nominated Buyer — free-of-charge

The Organizer offers you an opportunity to nominate your most important buyers to receive an Exhibitor Nominated Buyer Status* to visit **interzum guangzhou 2011**.

Simply:

I. Pick out a list of important buyers from your database whom you would like us to invite
II. Download the Exhibitor Nominated Buyer Form from the event's official website www.interzum-guangzhou.com. *Handwritten form or faxed form will not be accepted.*
III. Rename the completed form as "interzum guangzhou 2011 + company name + booth number" and email to m.liang@koelnmesse.cn.

* The Organizer reserves the rights to approve the final status of invited buyers. Upon approval, your invited buyers will receive instructions from us on how to pre-register online. A confirmation letter will be sent to those who have successfully completed the pre-registration and can be used to exchange for free visitor badge on site.

* Should the **selected** nominated buyers require Letter of Invitation for Visa Application, please complete **Form 17.**

Sample:

Contact Name	**Title**
Company Name	
Street	
Postal code	Country
Telephone	Fax
Email	Website

SAMPLE

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....
Fax: ..... **Tel:** ..... **Email:** .....
Contact: ..... **Date & Signature:** .....

4 Conference and Seminar

To be returned by: **28 January 2011**

Please complete and return to
Ms. Monika Yu
Koelnmesse Co., Ltd.
Unit 1018 Landmark Tower 2
No.8 Dongsanhuan N. Rd.,
Beijing 100004 China
m.yu@koelnmesse.cn
Tel: +86 10 6590 7766*716
Fax: +86 10 6590 6139

4.1 Conference Room Rental

To obtain more opportunities to promote the brand image and products of your company, the seminar and conference during interzum guangzhou 2011 will provide you the best platform. Hurry up to apply for a section during the seminar.

Date to be selected
On 27-29 March 2011

Sections to be selected

1) 10:00-11:30 2)14:30-16:00

Price overview of conference rooms on Complex B, Pazhou Complex

Venue	Price (EUR/Section)	Capacities in Theatre Arrangement	Actual Shape of Room	Equipments
Conference Room 4	410	93 person (Platform: 5 person)	Class-room	Projector, Screen, Water, Paper and Pencil
Conference Room 5	410	93 person (Platform: 5 person)	Class-room	Projector, Screen, Water, Paper and Pencil
Conference Room 6	410	93 person (Platform: 5 person)	Class-room	Projector, Screen, Water, Paper and Pencil

Please reserve the following sections for us:

The First Choice: Date/Section_____

The Second Choice: Date/Section_____

The Third Choice: Date/Section_____

Attentions:

- Each section is one and a half hours. The room can be open 30 minutes before the conference and should be cleaned up 10 minutes after the conference.
- It's not allowed to eat in the Complex, so food and drinks can not be brought into the conference room(except for water)
- Please complete this reply form and fax to us at your early convenience in order to ensure your reservation.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

4 Conference and Seminar

To be returned by: **28 January 2011**

Please complete and return to
Ms. Monika Yu
Koelnmesse Co., Ltd.
Unit 1018 Landmark Tower 2
No.8 Dongsanhuan N. Rd.,
Beijing 100004 China
m.yu@koelnmesse.cn
Tel: +86 10 6590 7766*716
Fax: +86 10 6590 6139

4.2 Topic

Please fill in all information and complete in Chinese and/or English (in BLOCK letter). The organizer will provide you the advertising services in the conference-related materials by using this information.

Speaker _____ Title _____

Company/Country _____

Topic _____

Short speaking summary(Max. 40 words)

****Important Notes****

1. Your application for the conference room will only be valid after your topic is approved by the organizer;
2. The organizer will send you the approval result in 5 days after you submit the reply form;
3. Upon approving your application is valid, the organizer will send you Conference Room Reservation Confirmation(Appendix-1) and Payment Notice(Appendix-2);
4. Kindly pay the amount and forward the payment voucher to us in one week upon receiving the Conference Room Reservation Confirmation and the Payment Notice; if the voucher is not well received in one week, the reservation for the conference room will be canceled except for additional conditions;
5. Considering the limited conference rooms and sections to be selected, we suggest that you submit your reply form at your early convenience so that we could arrange the most appropriate section and the conference room for you. The organizer reserve the rights to adjust the final schedule;
6. For the exhibitors, the organizer will only provide the basic advertising services(on-line advertising and conference materials publicizing) and the audience inviting will not be included in our services.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

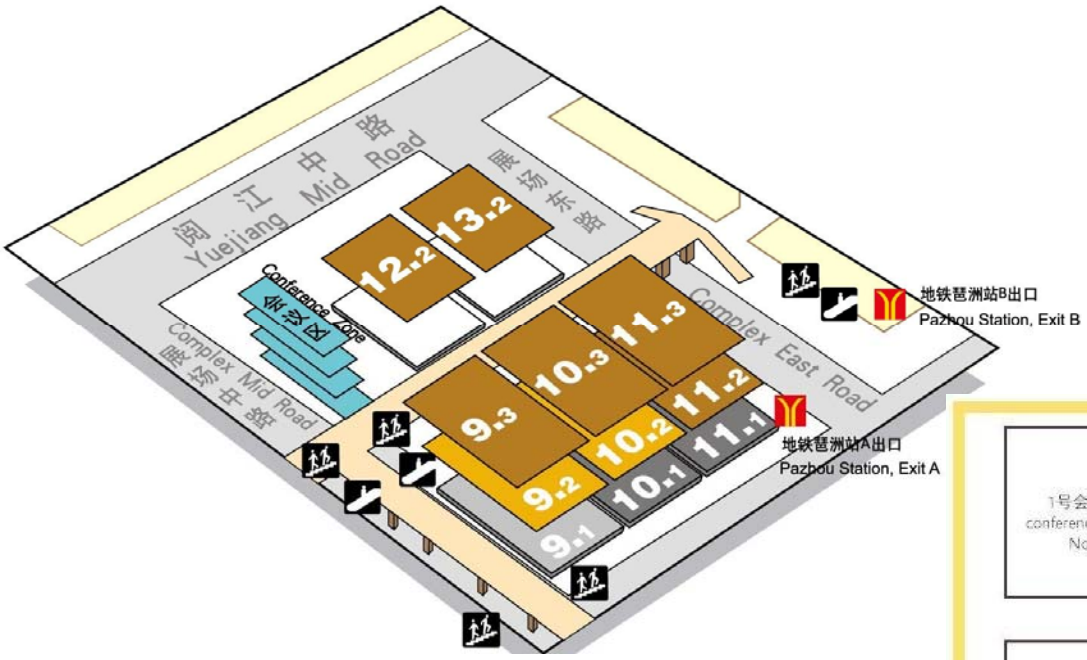
Contact: ..... **Date & Signature:** .....

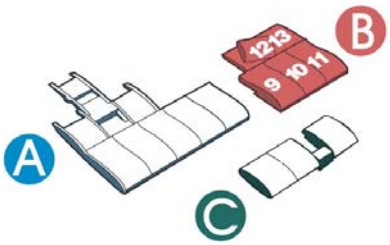
4 Conference and Seminar

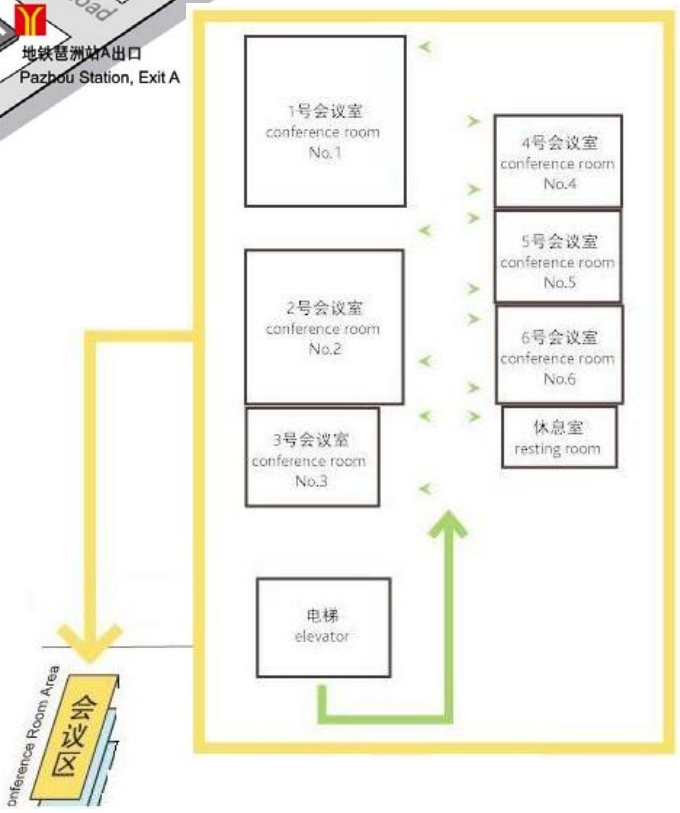
To be returned by: **28 January 2011**

Please complete and return to
Ms. Monika Yu
Koelnmesse Co., Ltd.
Unit 1018 Landmark Tower 2
No.8 Dongsanhuan N. Rd.,
Beijing 100004 China
m.yu@koelnmesse.cn
Tel: +86 10 6590 7766*716
Fax: +86 10 6590 6139

4.3 Conference Rooms Location







Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

5 Outdoor Advertising

To be returned by: **11 February 2011**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza,
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

5.1 Outdoor Advertisements

Enhance your presence at **interzum guangzhou 2011** and increase visitor traffic flow to your booth by taking advantage of these excellent on-site advertising opportunities!

Item No.	Description	Location & Quantity	Dimensions (M)	Unit Price €	Qty	Cost €
1.	Triangle Tower （Each Tower has 3 single sides）	South : 3 Towers	11.24M(H)*4.24M(W)	4710.00		
		East : 5 Towers	8.24M(H)*4.24M(W)	4710.00		
2.	Outdoor Banner with Truss Frame	East Platform : 6 West Platform : 8	3.00M(H)*6.00M (W)	1630.00		
		Middle Platform: 8	3.00M(H)*6.00M (W)	2600.00		
3.	Ads on the west entrance (Zhangchangxi Road)	4 single side	2.87M(H)*8.87M(W)	2450.00		
4	Streamer over Pearl Walking Path	On area B:9 pieces (Dual side, near hall 10.2&11.2)	4M(H)*6M(W)	2450.00		
		On area B:4 pieces (Dual side, near hall 9.2)	4M(H)*6M(W)	2600.00		
5	Lamp-case at Pearl Walking Path Corridor	On area B: 4 single sides	1.6M(H)* 17.36M(W)	4600.00		
				Total Cost €		

Please note the following:

- If you require for further details, please contact Mr. Wilson Wang.
- All advertisements are subject to availability and will be processed on first-come-first-serve basis
- All prices are **inclusive** of production costs and hanging fees, **exclusive** design fee.
- The exhibitor must submit ads manuscript in TIFF or files edited by Photoshop or CorelDRAW
- Ads manuscript must be submitted to the Organizer by **16 February 2011** to
  Mr. Wilson Wang
  Koelnmesse Co., Ltd. Guangzhou Branch
  Room 3311, Metro Plaza, 183 Tianhe Road(North), Tianhe District, Guangzhou
  Post Code 510620 P.R. China
  Tel : +86 20 8755 2468 ext. 17

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

6 Additional Exhibitor Badges

To be returned by: **18 February 2011**

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China **Tel: +86 20 8755 2468*15**
m.liang@koelnmesse.cn **Fax: +86 20 8755 2970**

6.1 Additional Exhibitor Badges

Exhibitor badges can be collected at the Exhibitor Check-in Counter in front of the exhibition hall during built-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer. The Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	23 March 2011	0900 – 1630 hrs
For raw space exhibitors	24 March 2011	0900 – 1630 hrs
Exhibitor Check-in Date & Time	25 March 2011	0900 – 1630 hrs
For all exhibitors	26 March 2011	0900 – 1800 hrs

During build-up and the exhibition period, everyone is required to wear a relevant badge. No exhibitors or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

They are entitled as below:

Size of booth	Quantity of badges
Up to 12 sqm	3
13 – 24 sqm	6
25 – 36 sqm	9
37 – 48 sqm	12
49 – 72 sqm	15
73 – 120 sqm	18
More than 120 sqm	20

Additional badges may be obtained at a cost of € 10.00 each. Please fill in the form below if additional passes are required (up to max 20).
(Please ignore this form if you do not need additional badges.)

We would like to have a total number of _____ **additional** Exhibitor Badges.

*** Only Company names and booth no. will be printed on the exhibitors' badge.**

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

7 Fascia Lettering

To be returned by: **4 March 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

This form is applicable for Premium & Shell Scheme Exhibitors.

7.1 Fascia Lettering

For premium & shell scheme stands, the fascia lettering will be produced as the company name in exhibitor's application form. Should you want different fascia lettering, please fill in your required company name and sent back to +86 20 8384 2665 before deadline. Should the space provided be insufficient, please use common abbreviations.

Chinese (no more than 20 characters – including space and punctuations)

English (no more than 40 characters – including space and punctuations)

Please note:

- If we do not receive this form by due date, we will use the company's name submitted in your space application form. A fee of **EUR18.00** will be charged for any changes made on-site.
- For all stands other than shell & premium scheme, the exhibitor is responsible for the lettering.

Letter type : Bliss Light

7.2 Logo

For shell scheme stands, a corporate logo may be added on the fascia board at additional cost. Please tick ( ) the box below if applicable.

☐ Price : **EUR18.00** per logo
Size : within 200mmH

If you wish to have your logo on the fascia, please send the logo in high resolution（≥200dpi）in TIFF, JPG or EPS or AI、CDR format, together with your company name to cliang@milton-gz.com/fifigu@milton-gz.com

- Please note that all confirmation and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

8 Raw Space Exhibitors

To be returned by: **28 January 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

8.1 Raw Space Exhibitors

Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

If the exhibitor construct a booth by himself or his own contractor, he is requested to abide by the following regulations & to return **Form 8 and Form 11** to the Official Contractor +86 20 8384 2665 in due time.

a) The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.
b) Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor.
c) Roof covering is not recommend, if it is necessary for install, a fire extinguisher for each 20 square meter is require to be equipped. The maximum permitted for single story stand construction height is **4.5m**, for double stories stand is **6m**, and subjected to final approval by the Organizer.
d) All material (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.
e) The use of naked flame is strictly prohibited. If the exhibitor or his contractor wishes to use electrical welding or gas welding, he is must apply for permission from the Guangzhou Fire Safety Bureau through the Official Stand Contractor.
f) All electrical works must be approved by and carried out under the supervision of the Official Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.
g) Detailed booth construction plans should be submitted to the Official Stand Contractor before **28 January 2011**.
h) The Organizer(s) and the Official Stand Contractor reserve the right to reject the construction plan or require the exhibitor or his own contractor to make modifications.
i) All construction materials and exhibits must be moved out of the fairground and disposed of properly by **1700 hrs on 31 March 2011.**
j) Production of the booth should not be carried out without the final document permission. If not, contractor or exhibitor shall be responsible for all loses if booth structure is required to modify during move-in.
k) After receiving the approval of the booth construction, contractor shall before **18 February 2011** prepare the design drawings in duplicate with company stamp and courier to the official contractor of the following address: **3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.**
l) The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.
m) Only none-leftover, single-faced or dual-faced cloth adhesive shall be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone flooring or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this stipulation.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

8 Raw Space Exhibitors

To be returned by: **28 January 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

8.2 Independent Contractor

Exhibitors have to indicate the address and contact person of their stand fitting contractor.

Stand Contractor: _____

Address:_____

_____

Tel.: _____ Fax: _____ Email: _____

Contact: _____

Authorized Signatory: _____

8.3 Submitting of Forms

The contractor has to submit all plans in duplicate until **28 January 2011** for approval by the architect of the Official Contractor. This includes **detailed drawings** of **Layout, Elevation, Perspective, Electricity layout plan, Electrical distribution plan, Material description and copy of Chinese Electrician certificate**. Please indicate booth number and company name while sending email. Attachment size shall not large than 3M. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities. Please send the drawing (in jpeg or pdf) to **interzum@milton-gz.com** and copy to the Organizer **w.wang@koelnmesse.cn.**

8.4 Electricity & Water Main Connection

The contractor has to order all necessary electricity, water supply, compressed air, etc with the official contractor **Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company**

According to the rules & regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. **Exhibitor or contractor is requirement to bring along their own electrical box for the connection of the electrical box provided by exhibition hall. Direct connection to the electrical box of exhibition hall is strictly prohibited.** Furthermore, it is stated that all power sockets are for exhibits / machines use only while connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supplied is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

8 Raw Space Exhibitors

To be returned by: **28 January 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

8.5 Hall Clearance Deposit & Contractor Badges

Raw Space contractors are required to place with the Organizer a refundable Hall Clearance Deposit in an amount calculated at a rate

Booth area (per square metre)	Deposit Amount (RMB)
500m^2 and below (includes 200m^2)	20,000
501m^2 and more	50,000

Additional item: special deposit RMB 30,000 for double storey booth, special deposit RMB 10,000 for water installation on the booth.

A. For Chinese domestic contractor

The Hall Clearance Deposit has to be remitted by **T/T** to Official Stand Contractor-Milton's account before 10 March 2011.

- A/C Name: Milton Exhibits And Engineering (Shanghai)Ltd Guangzhou Branch Company
- A/C No: 82100155300000228 (RMB)
- Name of Bank: Shanghai Pudong Development Bank Guangzhou Branch Dong Feng Sub-branch
- Address of Bank: First Floor B,YueCai Building, No.481 Dongfengzhong Road, Guangzhou, China
- Swift Code : SPDBCNSH010

B. For Overseas contractor or overseas in-house decoration exhibitor

Please pay construction deposit to the official contractor MILTON EXHIBITS on-site before move-in.

Should the construction obey the rules and regulation made by organizer and exhibition hall, the back wall is covered according to the request, all walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both, no damage to exhibition hall occurred during construction or dismantling, no damage or loss of the rental electrical box and electrical cable, no waste left inside or around exhibition hall,

For (A), Chinese domestic contractor, the deposit will be remitted back to contractor within 60 days after the show closed.
For (B), overseas contractor or overseas in-house decoration exhibitor, the deposit will be returned to contractor or exhibitor in cash on-site.

Contractor Badges
Upon receipt of the Hall Clearance Deposit, contractors can apply for the contractor badges.
Please fill Construction Registration Form on the next page and prepare all staff's ID copy before proceeding to the Exhibitor's registration counter to get the Contractor badges.

8.6 Rules and Regulations

The exhibitor and their appointed contractor agree to abide to all Rules and Regulations of the exhibition.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

Contractor Registration Form

Contractor badges will only be issued when this form has been duly completed and submitted with the relevant identification documents of the contractor(s). Please ensure that you have a copy of your identification documents before proceeding to obtain your badges from the Exhibitors' Registration Counter.

The particulars of the supervisor/team leader and all team members must be listed accurately in the form provided below.

Exhibiting Company: _____ Booth No: _____

Construction Company: _____ Supervisor/ Team Leader: _____

ID No: _____ Mobile number: _____

Contractors List:

Name	Sex	Age	Name	Sex	Age
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	
	Male ☐ Female ☐			Male ☐ Female ☐	

In signing and returning this form, the raw space contractor agrees to abide by all rules and regulations as stated in the Exhibitor Manual and comply with all Move-In/Move-Out regulations specified by the Organizer.

Signature: _____

Date: _____

9 Service Location Plan

To be returned by: **4 March 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

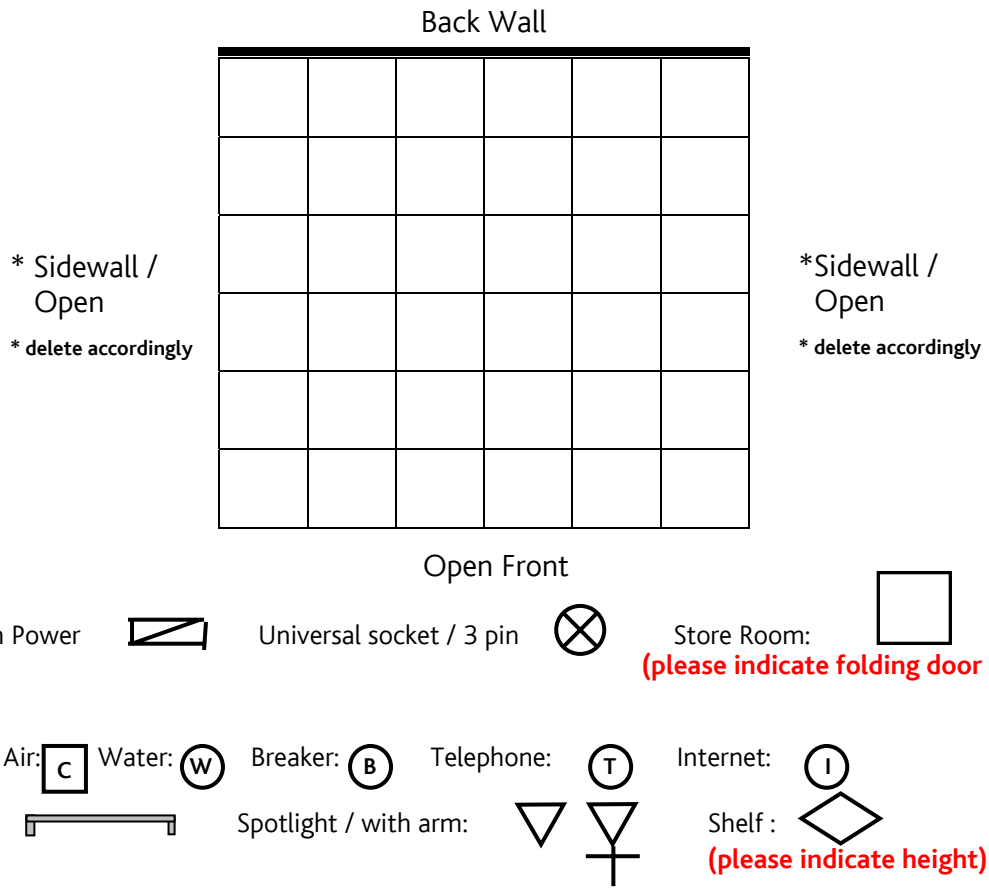
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Stand Contractor.

Any relocation after installation will be at the expense of the Exhibitor.

9.1 Service Location Plan

Please indicate the position of the connection(s) ordered:



Remarks: Please install shelves for_____sqm booth. Position is shown on the layout above.

_____

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

10 Furniture & AV Equipment

To be returned by: **4 March 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

10.1 Furniture

- **Orders received from 5 to 23 March 2011 will be subjected to availability and a surcharge of 30%**
- **Orders received on and after 24 March 2011 and on-site will be subjected to a surcharge of 50%**

No.	Description	Rental (EUR)	Qty	Amount (EUR)
A1	MA01 Information Counter 1000(l) x 500 (w) x 780 (h) mm	13.00		
A2	MA08 Square Table 700 (l) x 700 (w) x 750 (h) mm	13.00		
A3	RT01 Round Table 740Dia x 750 (sh) mm	19.00		
A4	C01A Black Leather Arm Chair 570 (w) x 440 (d) x 455 (sh)	7.00		
A5	C08B Folding Chair 460 (w) x 400 (d) x 455 (sh) mm	3.00		
A6	MA02 Lockable Cupboard 1000 (l) x 500 (w) x 780 (h) mm	22.00		
A7	MS03 Slope Shelf 1000 (l) x 300 (w) mm	4.00		
A8	MS02 Flat Shelf 1000 (l) x 300 (w) mm	4.00		
A9	MA06 Tall Glass Showcase 1030 (l) x 535 (w) x 2170 (h) mm	67.00		
A10	MA05 Low Glass Showcase 1030 (l) x 535 (w) x 1000 (h) mm	26.00		
A11	MM01 Folding door 950 (w) x 2000 (h) mm	13.00		
A12	MM02 Aluminum door 950 (w) x 1910 (h) mm	22.00		
A13	Wall Panel 964 (w) x 2470 (h) mm	4.00		
A14	Refrigerator 90litre (not incl. power pt)	2.00		
A15	Carpet/sqm(New)	61.00		
A16	Potted Plant (1000Hmm)	7.00		
		Total Costs EUR		

Notes :

- The above items are subjected to availability
- For other items that are not listed above, a separate quotation will be provided upon request

Please note that all confirmation and invoices are sent by **Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company**.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

10 Furniture & AV Equipment

To be returned by: **4 March 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

10.2 AV Equipment

- **Orders received from 5 to 23 March 2011 will be subjected to availability and a surcharge of 30%**
- **Orders received on and after 24 March 2011 and on-site will be subjected to a surcharge of 50%**

No.	Description	Rental （EUR）	Quantity	Amount （EUR）
C1	25" TV Monitor including VCR(multi - system)	97.00		
C2	120" Projector Screen	157.00		
C3	150" Projector Screen	205.00		
C4	180" Projector Screen	241.00		
C5	2500ANSI Lumen Projector	241.00		
C6	3500ANSI Lumen Projector	362.00		
C7	4500ANSI Lumen Projector	543.00		
C8	5500ANSI Lumen Projector	663.00		
C9	Tie Clip Wirless Microphone	97.00		
C10	Hand Held Microphone with wire	25.00		
C11	Hand Held Wirless Microphone	97.00		
C12	Amplifer（apply area 40sqm)	181.00		
C12	Amplifer（apply area 150sqm)	302.00		
C13	DVD Player	25.00		
C14	42" Plasma	241.00		
C15	25" TV Monitor including VCR(multi - system)	97.00		
			Total Costs EUR	

Notes :

- The above items are subjected to availability.
- For other items that are not listed above, a separate quotation will be provided upon request.

Please note that all confirmation and invoices are sent by **Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company**.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

SYSTEM FURNITURE

MILTON EXHIBITS

MA01 咨询台
Information desk
1030 x 535 x 750ht mm

MA02 锁柜
Lockable cabinet
1030 x 535 x 750ht mm

MA03 矮展示柜
Low display cabinet
535 x 535 x 500ht mm

MA04 高展示柜
Tall display cabinet
535 x 535 x 750ht mm

MA05 矮玻璃展示柜
Low glass showcase
1030 x 535 x 1000ht mm

MA06 高玻璃展示柜
Tall glass showcase
1030 x 535 x 2470ht mm

MA08 方台
Square table
680 x 680 x 760ht mm

MA09 洗手盆
Wash basin
1030 x 535 x 1000ht mm

MA10 电视柜
TV-Video stand
740 x 535 x 1000ht mm

MM01 折门
Plastic folding door
950 x 2000ht mm

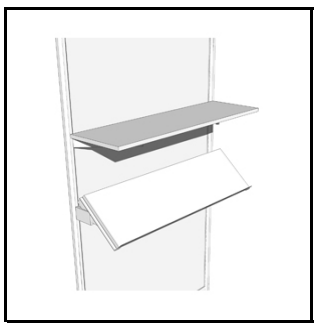
MM02 铝门
Aluminum door
950 x 1910ht mm

MM03 木门
Panel wood door
950 x 2000ht mm

MA11 展架
System display rack
1030 x 535 x 2470ht mm

MC02 信箱
Brochure holder
970 x 50 x 280ht mm

MS01 衣架
System clothes hanger
950 mm



MS02 平层板
Flat shelf

MS03 斜层板
Sloped Shelf
990 x 300w mm

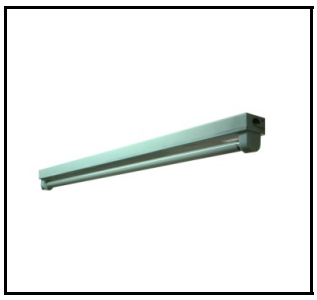
LIGHTING & ACCESSORIES

MILTON EXHIBITS

ML01 短臂射灯
Spotlight
100W

ML02 长臂射灯
Long spotlight
100W

ML04 插座
Power socket
13A/220V (Max.500W)



ML06 日光灯
Fluorescent tube
40W (1200L mm)

ML09 金卤灯
HQI Floodlight
150W

ML12 长臂石英灯
Long halogen light
50W

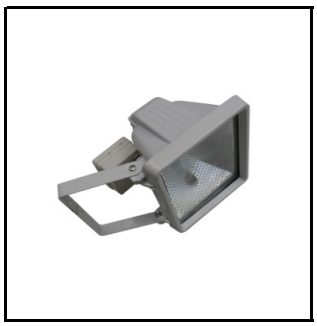
ML13 短臂石英灯
Halogen light
50W

ML14 石英筒灯
Halgen downlight
50W (dia.58mm)

ML15 饰柜石英灯
Showcase halogen light
50W

ML16 筒灯
Downlight
100W (dia.125mm)

ML17 长臂小太阳射灯
Plastic folding door
150W



ML18 小太阳射灯
Plastic folding door
300W

E03 140升冰箱
Fridge 140 litre
550 x 550 x 1350ht mm

E06 90升冰箱
Fridge 90 litre
550 x 550 x860ht mm

E11 立式饮水机
Water dispenser
300 x 300 x 800ht mm

M16 垃圾桶
Waste basket
250 x 170 x 290ht mm

FURNITURE

MILTON EXHIBITS

C08A 白折椅
Folding chair (black)
510 x 470 x 720ht mm

C08B 黑折椅
Folding chair (white)
510 x 470 x 720ht mm

C09 铝椅
Aluminium chair
490 x 575 x 735ht mm

C01A 黑皮椅
Leather arm chair (black)
570 x 440 x 760ht mm

C15 木椅（木纹&黑色）
Chair (wood&black)
440 x 520 x 750ht mm

C06 会议椅
Conference chair
600 x 450 x 760ht mm

C03 硬皮转椅
Leather swivel chair
600 x 560 x 980ht mm

BS02 黑S型吧椅
Bar stool B
370 x 840ht mm

BS04 太空吧椅(黑&白)
Bar stool C (black&white)
440 x 650-870ht mm

BS05 异形吧椅
Bar stool B (white)
360 x 400 x 760-860ht mm

RT01 圆台(白色&铝）
Roound table
(whit&aluminium)
dia.880 x 750ht mm

RT02 圆台(黑色&木纹)
Roound table
(black&wood)
dia.880 x 750ht mm

BT04 铝吧台
Bar table (aluminium)
dia.600 x 1100ht mm

BT03 吧台(黑色&木纹)
Bar table (black&wood)
dia.600 x 1100ht mm

BT05 太空黑吧台
Bar table (deluxe)
dia.600 x 970ht mm

CT06 圆茶几
Round coffee table
(wood&black)
dia.600 x 450ht mm

FURNITURE

MILTON EXHIBITS

MT02 黑会议桌
Meeting table (black)
1200 x 600 x 750h mm

MT03 白会议桌
Meeting table (white)
1800 x 600 x 750ht mm

ML04 围布台
Long table w/ apron
1800 x 600 x 750ht mm

CT01 单人玻璃茶几
Glass coffee table A
600 x 600 x 450ht mm

CT02 双人玻璃茶几
Glass coffee table B
1200 x 600 x 450ht mm

M26 玻璃展示柜
Glass showcase A
500 x 500 x 1800ht mm

M27 玻璃展示柜
Glass showcase B
1000 x 500 x 1800ht mm

M11 有轮衣架
Wheel coat hanger
820 x 350 x 1500ht mm

M05 黑色资料架
Catalogue holder A
260 x 250 x 1200ht mm

ML16 银色资料架
Catalogue holder B
420 x 300 x 1400ht mm

ML17 有机片资料架
Catalogue holder C
260 x 260 x 1220ht mm

ML18 挂衣柱
Coat hanger
1710ht mm

S10 方形沙发
Sofa A
780 x 740 x 730ht mm

S25 单人奥迪沙发(白)
Sofa B
810 x 850 x 750ht mm

S28 三人奥迪沙发(黑)
Sofa three seater A
1800 x 850 x 750ht mm

S26 三人奥迪沙发(白)
Sofa three seater B
1800 x 850 x 750ht mm

11 Electricity & Lighting

To be returned by: **4 March 2011**

Please complete and return to official contractor:
9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

11.1 Electricity: Electrical Items

- **Orders received from 5 to 23 March 2011 will be subjected to availability and a surcharge of 30%**
- **Orders received on and after 24 March 2011 and on-site will be subjected to a surcharge of 50%**

Item B1-B3 are for Shell Scheme ONLY.

No.	Description	Rental (EUR)	Qty	Amount (EUR)
B1	100W Longarm Spotlight	11.00		
B2	40W Fluorescent Tube	11.00		
B3	13A / 220V Single Phase Socket (max 500W, NOT for lighting connection)	13.00		
			Total Cost EUR	

For Lighting Use Only (Raw Space Exhibitors are compulsory)

No.	Description	Rental (EUR)	Qty	Amount (EUR)
B4	6A/220V (<1.3KW) Single Phase Main Power	43.00		
B5	10A/220V (<2.2KW) Single Phase Main Power	55.00		
B6	16A/220V (<3KW) Single Phase Main Power	74.00		
			Total Cost EUR	

Remarks: A deposit of EUR50.00 for each electrical box is required.

For Machine Use Only

No.	Description	Rental (EUR)	Qty	Amount (EUR)
B7	16A/380V (<8KW) Three Phase Main Power	127.00		
B8	25A/380V (<13KW) Three Phase Main Power	188.00		
B9	32A/380V (<16KW) Three Phase Main Power	217.00		
B10	50A/380V (<25KW) Three Phase Main Power	340.00		
B11	63A/380V (<32KW) Three Phase Main Power	410.00		
B12	100A/380V (<50KW) Three Phase Main Power	657.00		
B13	150A/380V (<75KW) Three Phase Main Power	958.00		
B14	200A/380V (<100KW) Three Phase Main Power	1,314.00		
B15	250A/380V (<125KW) Three Phase Main Power	1,645.00		
B16	<32A Cable (per meter)	3.00		
B17	>33A Cable (per meter)	5.00		
			Total Cost EUR	

Remarks: A deposit of EUR50.00 for each electrical box is required.

Notes :

- Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. It's not allowed to connect any light or machine directly to the exhibition center's electric box.
- For other items that are not listed above, a separate quotation will be provided upon request.
  Please note that all confirmation and invoices are sent by **Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company.**

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

12 Water & Compressed Air

To be returned by: **4 March 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

interzum guangzhou

- **Orders received from 5 to 23 March 2011 will be subjected to availability and a surcharge of 30%**
- **Orders received on and after 24 March 2011 and on-site will be subjected to a surcharge of 50%**

12.1 Water Connection

No.	Item	Rental (EUR)	Qty	Amount (EUR)
D1	Water point (include 25m water pipe and host, 4" inner and 6" drainage)	169.00		
D2	Water pipe per meter	5.00		
			Total Cost EUR	

12.2 Compressed Air

No.	Motor Cap	Rental (EUR)	Qty	Amount (EUR)
D3	1 HP / 7.5 bar pressure, 75/liter/minute	282.00		
D4	2 HP / 7.5 bar pressure, 155/liter/minute	376.00		
D5	3 HP / 8 bar pressure, 260/liter/minute	470.00		
D6	5 HP / 8 bar pressure, 300-420/liter/minute	893.00		
D7	10 HP / 8 bar pressure, 850/liter/minute	1579.00		
D8	15 HP / 8 bar pressure, 1220/liter/minute	4229.00		
D9	30 HP / 8 bar pressure, 3000/liter/minute	5603.00		
			Total Cost EUR	

Notes:

- Price quoted exclude labour and material cost for machine connection.
- For other items that are not list above, a seperate quotation will be provided upon request. Please note that all confirmation and invoices are sent by **Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company**.

Please provide us with a simple sketch of your stand ⇨ See Form 9

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

13 Heavy & Large Exhibits

To be returned by: **18 February 2011**

Please complete and return to

For Overseas Shipment
BALtrans Exhibition & Removal Ltd
Unit 1510, 15/F., Ocean Centre
No. 5, Canton Road, Tsimshatsui
Kowloon, Hong Kong
Contact: Mr. William Wan
Tel: +852 2798 6628
Fax: +852 2796 5606
Email:
info.hkg@exhibition.baltrans.com

For Domestic Shipment
BALtrans International Cargo Ltd. Guangzhou Branch
Room 2401 & 2414, 24/F., Yi An Plaza, No. 33 Jian She 6th Road, Yue Xiu District, Guangzhou, China.
Contact: Mr. Kevin Cai
Tel: +86 20 2883 5008
Fax: +86 20 2883 5001
Email:
info.can@exhibition.baltrans.com

13.1 Heavy & Large Exhibits

Heavy Exhibits : Any single exhibit exceeding 5000 kg
Large Exhibits : Any single exhibit exceeding 3m (L) x 2.2m (W) x 2.2m (Ht)
Tall Exhibits : Any single exhibit exceeding 3m (height) on display (Relative location must be submitted for approval)

- All such exhibits must be handled by the Official Freight Forwarder on-site
- Exhibitors or their agents are responsible for the early installation of heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late. A detailed layout plan should be sent to the Official Freight Forwarder together with the shipping document.
- Exhibitors with heavy exhibits are to refer to the floor loading capacity, and to provide steel plates for loading spreading if necessary.

Please "✓" where appropriate:

☐	We do not have heavy and/or large exhibit.
☐	We have the following heavy and/or large exhibit(s):
☐	Our appointed Freight Forwarder is : _____

Item Description	Dimensions (cm) (L x W x H)	Weight (kg)	Date of Arrival in Guangzhou

*Please make copies if necessary
Please indicate (to scale) the position of each item inside your stand.

*Backwall / Open
(delete accordingly)

*Sidewall / Open
(delete accordingly)

*Sidewall / Open
(delete accordingly)

Open Front

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

14 Telephone & Internet

To be returned by: **4 March 2011**

Please complete and return to official contractor:

9.1/11.1 Mr. C Liang (ext.302)
11.2 Ms. Fifi Gu (ext.205)
Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company
3B, Block 45, NO.3 JianShe Da MaLu, YueXiu District, Guangzhou, 510053, China.
Tel: +86 20 8374 1884
Fax: +86 20 8384 2665
cliang@milton-gz.com/fifigu@milton-gz.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

14.1 Telephone & Internet

- **Orders received from 5 to 23 March 2011 will be subjected to availability and a surcharge of 30%**
- **Orders received on and after 24 March 2011 and on-site will be subjected to a surcharge of 50%**

No.	Description	Unit Price (EUR)	Quantity	Amount (EUR)
E1	Local Telephone Line Installation (incl. local communication fee.)	79.00		
E2	DDD/IDD Installation	85.00		
	Deposit of DDD/IDD Line (domestic long-distance communication fee or international communication fee will be deducted from the deposit.)	241.00		
E3	Telephone Deposit (ignore this if you bring along telephone)	61.00		
E4	ADSL (Upload 512 k/s, Download 2m/s)	91.00		
E5	ADSL Network (incl. one no of 8 interface HUB) (E4 must be ordered for E5)	85.00		
E6	Wireless Internet (Upload 256 k/s, Download 1 m/s)	67.00		
E7	Fiber-optic Network (Download 10 m/s)	784.00		
			Total Costs EUR	

Please provide us with a simple sketch of your stand ⇨ See Form 9

Note:

- Please note that all confirmation and invoices are sent by **Milton Exhibits & Engineering (Shanghai) Ltd Guangzhou Branch Company**.

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

15 Exhibition Staff

To be returned by: **18 February 2011**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn
Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

15.1 Exhibition Staff

Staff	Qty	Date (please tick ✓ & Indicate the Gender Preferred: M/ F)				Daily Rate	Total Costs
		27 Mar	28 Mar	29 Mar	30 Mar		
Interpreter(s): English / Chinese						€ 60.00	
Japanese / Chinese						€ 150.00	
French / Chinese						€150.00	
German / Chinese						€ 150.00	
Italian / Chinese						€ 150.00	
Others: (Please specifiy)						upon request	
Receptionist						€ 60.00	

Notes:

- The above mentioned service charges are based on 8 hours per day
- Late and on-site orders are subject to availability

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

16 Freight Forwarding

To be returned by : 3 March 2011

Please address all correspondence concerning exhibition freight forwarding matters to:

For Overseas Exhibitors **BALtrans Exhibition & Removal Ltd** Unit 1510, 15/F., Ocean Centre No. 5, Canton Road, Tsimshatsui Kowloon, Hong Kong Contact: **Mr. William Wan** **Tel: +852 2798 6628** **Fax: +852 2796 5606** **Email:** **info.hkg@exhibition.baltrans.com**	**For Domestic Exhibitors** **BALtrans International Cargo Ltd. Guangzhou Branch** Room 2401 & 2414, 24/F., Yi An Plaza, No. 33 Jian She 6th Road, Yue Xiu District, Guangzhou, China. Contact: **Mr. Kevin Cai** **Tel: +86 20 2883 5008** **Fax: +86 20 2883 5001** **Email:** **info.can@exhibition.baltrans.com**

16.1 Freight Instructions

The Organizer has appointed **BALtrans Exhibition & Removal Ltd.** as the official forwarder for **interzum guangzhou 2011**, 27-30 March 2011. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

16.2 SHIPPING INSTRUCTION & ROUTING:

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

Shipping Documents-All B/L, MAWB must be consigned "FREIGHT PREPAID" to:

BALtrans Exhibition & Removal Limited
Unit 1510, 15/F., Ocean Centre,
No. 5, Canton Road, Tsimshatsui,
Kowloon, Hong Kong.
Tel: (852) 2798 6628
Fax: (852) 2796 5606

Notify Party:
BALtrans Exhibition & Removal Ltd.
Attn: Mr. William Wan
Tel: (852) 2798 6628
C/o. "interzum guangzhou 2010"
Exhibitor: X X X X, Booth No: X X X X

Otherwise, we cannot be responsible for any delay or complication. Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS" as the description and insert the clause "FINAL DESTINATION" – (CITY & COUNTRY OF THE FAIR), transshipment for (THE NAME OF THE FAIR) and a pre-advice fax of shipment details is also expected.

16.3 TIME SCHEDULE: ARRIVAL TIME

(1) CARGO RECEIVING DEADLINES-OVERSEAS SHIPMENTS
- EXHIBITS REACH BALTRANS IN HONG KONG (BY OCEAN OR AIR) **MAR. 8-10, 2011**

(2) DOCUMENT DEADLINES FOR APPENDIX I – V **MAR. 3, 2011**

- APPENDIX I - TRANSPORT ORDER TO BALTRANS

- APPENDIX II - "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

- APPENDIX III - ACKNOWLEDGEMENT OF CUSTOMS CLEARANCE FORMALITIES

- APPENDIX IV - ACKNOWLEDGEMENT OF QUARANTINE INSPECTION & FUMIGATION FORMALITIES

- APPENDIX V-SKETCH OF BULKY EXHIBITS

- ORIGINAL BILL OF LADING AND COPY OF MAWB

(3) CENSORSHIP ITEMS (PROMOTIONAL MATERIALS) TO BALTRANS OFFICE IN HONG KONG FOR CUSTOMS CENSORSHIP **MAR. 3, 2011**

(4) INBOUND PAYMENT TO BALTRANS **MAR. 15, 2011**

Importation notice:
Please note that all exhibits are imported as temporary import goods only and the above schedule deadline & shipping instruction is acceptable for temporary import exhibits only. If the exhibits would like to be imported in permanence, please kindly provide the exhibits declaration form or packing list & invoice to us before **February 22, 2011,** then we will let you know whether the shipment could be arranged in permanent import procedure or not. Documents provided beyond this deadline, it is not a guarantee that these permanent import exhibits can be arrived at the fair site during the exhibition period.

Remarks:

1. All cargoes containing wooden materials (internal or external) must be fumigated with bearing the mark of IPPC (international plant protection convention) before importing to China. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).
2. **Chinese New Year & National Holiday** will definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to our documents and cargoes receiving period is IMPORTANT as there is no room for any delay
3. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
4. Cargoes sent from Hong Kong SAR, Macau SAR, and China Taiwan are also treated as overseas shipments

16.4 CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT:

- 1 set of "Declaration Form for Temporary Import Exhibits" (Enclosed Appendix II)
- 1 copy of "TRANSPORT ORDER TO BALTRANS" (Enclosed Appendix I)
- IPPC (International Plant Protection Convention) Symbol (Details please refer to the Appendix (**IV**) – Acknowledgement of Quarantine Inspection & Fumigation Formalities – for details.)
- 1 fold Product Catalogue is needed for machines, computers, hi-tech equipments, etc.
- Undertaken Import/Export License applied by exhibitor (if required)
- Souvenir/Catalogue/Poster/Map/Video/CD ROM & distribute item are subject to China Customs censorship before using in the fair. Please provide two copies/samples for each to us and send to our office **before** shipment arrival HK BALtrans. Those materials shall be allowed for display or use at the exhibition only after the exhibitor has presented beforehand the above-mentioned materials to Customs Officers for inspection and approval.

Remarks:
The full set shipping manual will be provided to each exhibitor upon **confirmation** of participation. Should you have any query, please feel free to contact us by fax no. (8620)28835001 or email to: info.can@exhibition.baltrans.com

16.5 SERVICES AND RATES FOR HANDLING OF EXHIBITS

I) INBOUND MOVEMENT FROM HONG KONG TO EXHIBITION BOOTH

Receiving exhibits at BALtrans' warehouse, free storage in our warehouse in Hong Kong during receiving period, customs clearance on a temporary basis, consolidation stuffing and transportation to export stations, all exports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits

(assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

BY SURFACE:	MIN. 1CBM/EXHR/CONSIGNMENT
Under 3 CBM or above	RMB455.00 / CBM OR 1000KGS
Over 3CBM ~ 6CBM	RMB441.00 / CBM OR 1000KGS
Over 6CBM	RMB420.00 / CBM OR 1000KGS

II) INBOUND MOVEMENT FROM GUANGZHOU AIRPORT TO EXHIBITION BOOTH

Receiving exhibits at Guangzhou airport, customs clearance on a temporary basis, all imports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

HANDLING CHARGES	MIN. 120FREIGHT KILO/EXHR/CONSIGNMENT
Under 100 kgs or above	RMB17.15 /FREIGHT KILO/EXHR/CONSIGNMENT
Over 100kgs ~ 200kgs	RMB11.90 / FREIGHT KILO/EXHR/CONSIGNMENT
Over 201kgs ~300kgs	RMB9.10 / FREIGHT KILO/EXHR/CONSIGNMENT
Over 301kgs ~ 400kgs	RMB6.30 / FREIGHT KILO/EXHR/CONSIGNMENT
Over 401kgs	RMB6.00 / FREIGHT KILO/EXHR/CONSIGNMENT

* Terminal Charges Excluded

III) INBOUND MOVEMENT FROM GUANGZHOU SEAPORT TO EXHIBITION BOOTH (FCL ONLY)

Receiving exhibits at Guangzhou seaport, customs clearance on a temporary basis, all imports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

HANDLING CHARGES	RMB420.00/CBM/TON (WHICHEVER GREATER)
	MIN. 23CBM / 20' , 46CBM / 40' & 50CBM / 40' HQ

* Terminal Charges Excluded

IV) ON-SITE SERVICE FROM HALL ENTRANCE TO FAIR BOOTH

(APPLICABLE TO DOMESTIC CARGOES, BONDED CARGOES, AND ATA CARNET SHIPMENT)

Unloading exhibits at fair-site storage place / entrance of exhibition hall, delivery of exhibits from storage place to fair-booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & 2nd time positioning excluded), customs clearance on a temporary basic, removal of empty cases and packing materials to on-site storage place (outdoor).

HANDLING RATE:	MIN. 1CBM/EXHR/CONSIGNMENT
Under 3 CBM or above	RMB140.00 / CBM OR 1000KGS
Over 3 CBM ~ 6CBM	RMB126.00 / CBM OR 1000KGS
Over 6CBM	RMB112.00 / CBM OR 1000KGS

***APPLICABLE TO MOVE-OUT (OUTBOUND) SERVICE.**

V) CLOSING SERVICE CHARGES FOR SOLD OR ABANDONED EXHIBITS FROM BOOTH TO THE ENTRANCE OF FAIR SITE

Returning empty cases and packing materials from storage area to booth after the closing of exhibition, assisting in repacking (dismantling excluded), loading at the entrance of fair site.

HANDLING RATE:	MIN. 1CBM/EXHR/CONSIGNMENT
Under 3 CBM or above	RMB140.00 / CBM OR 1000KGS
Over 3 CBM ~ 6CBM	RMB126.00 / CBM OR 1000KGS
Over 6CBM	RMB112.00 / CBM OR 1000KGS

VI) RETURN MOVEMENT FROM EXHIBITION BOOTH TO HONG KONG OR GUANGZHOU SEAPORT/AIRPORT

Services and rates same as Inbound Movement (Point I).

VII) BASIC SERVICE CHARGE (Applicable to both inbound and / or return movement)

HANDLING RATE:	RMB 280.00 / consignment/exhibitor

VIII) EDI CUSTOMS FEE (Applicable to both inbound and outbound shipment)

HANDLING RATE:~	
SEA / LAND /AIR SHIPMENT	
- Container	RMB35.00 / cbm / 1000kgs
- LCL / BREAK BULK	RMB350.00 / consignment/ exhibitor
INPUT DATE FEE:	
- INPUT OF "DECLARATION FORM OF TEMPORARY IMPORT EXHIBITS" INTO CUSTOMS COMPUTER	RMB35.00 / page

IX) HEAVY-LIFT / OVER-SIZE SURCHARGES

FOR INDIVIDUAL PACKAGE PARAMETER				RATES OF THE SURCHARGES	
LENGTH (METRE)	WIDTH (METRE)	HEIGHT (METRE)	WEIGHT (TON)	ATTAINING OR EXCEEDING 1 PARAMETER	ATTAINING OR EXCEEDING 3 PARAMETER
≥ 5 M	≥ 2.1 M	≥ 2.1 M	≥ 3 TON	20 %	30 %
≥ 7 M	≥ 2.3 M	≥ 2.5 M	≥ 5 TON	30 %	50 %
≥ 10 M	≥ 2.4 M	≥ 2.8 M	≥ 10 TON	TO BE ADVISED	

REMARKS:

- Applicable to all the points I – **VI**.
- If the weight of individual package is over 10 TON, the rate of the heavy-lift surcharges to be advised.

X) CUSTOMS DECLARATION FOR DIRECT TRANSFER FROM GUANGZHOU SEAPORT/AIRPORT

BROKER HANDLING CHARGE:	RMB 1050.00 / consignment/exhibitor

XI) OPTIONAL SERVICES

1. TRANSLATION OF "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS" FROM ENGLISH TO CHINESE

Service Rate	RMB56.00 /shipping case/page (whichever is greater)

2. FILL-IN THE H.S. NO. ON "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS"

Service Rate	RMB 42.00/page

3. SERVICE CHARGE OF RE-COMPLETION OF "APPENDIX II"

Only the submission in the form other than EXCEL, in computer typing, by e-mail is applicable. (Applicable for inbound shipment only)

Service Rate	RMB 35.00/page

4. HANDLING CHARGES FOR APPLICATION OF "CUSTOM SEAL" FOR TRANSFERRING EXHIBITS FROM OTHER EXHIIBITIONS TO THE FAIR OR VICE VERSA

Service Rate	RMB 840.00/exhibitor/shipment

5. Hong Kong Local Pick up / Delivery (at ground floor warehouse) charge

Service Rate	RMB112.00 / cbm (Min. RMB840.00 / time)
Plus additional heavy-lift surcharges for individual package - 151 ~ 2,000KGS / PKG - 2,001 ~ 5,000KGS / PKG	 RMB700.00/time RMB840.00/time

6. WAREHOUSE SERVICE HANDLING CHARGES

Service Rate (Applicable for both inbound and / or return movement)	RMB70.00/CBM OR 1000KGS (Min. RMB70.00 /time)

7. STORAGE IN HONG KONG

a) Inbound movement before receiving period, **or** b) Return movement after free storage period	RMB70.00 / cbm/ week OR PART THEREOF

*(Provide 3 days free storage after arrival Hong Kong)

8. SURCHARGES FOR THE EXHIBITOR WHO DOES NOT PROVIDE THE CENSORING ITEM

Service Rate	RMB70.00 / item (Min. RMB350.00 / exhibitor / time)

e.g. souvenir, video-tapes, catalogues, etc. for censoring in China to BALtrans with our deadline.

9. HANDLING CHARGES FOR CUSTOMS CENSORING OF CD, DVD OR VIDEO

Service Rate	RMB140.00/TIME

10. CUSTOMS CLEARANCE FEE FOR EXHIBITS AGAINST UNDERTAKING LICENSE OR ATA CARNET FOR HONG KONG AND / OR OVERSEAS EXHIBITOR

Service Rate	RMB700.00 / License/ ATA carnet/Entry/City

11. QUARANTINE SERVICE AND HANDLING CHARGE (APPLICABLE FOR BOTH INBOUND AND OUTBOUND SHIPMENT)

a)	RMB70.00 / cbm or 1000kgs (Min. 2 cbm/exhibitor/shipment)
b)	RMB2450.00 / ctnr (FCL shipment)
c)	Quarantine &/or customs inspection at cost

12. FUMIGATION CHARGE AT CHINA: AS PER ACTUAL OUTLAY (APPLICABLE FOR BOTH INBOUND ANDOUTBOUND SHIPMENT)

13. CUSTOMS DECLARATION HANDLING FOR DUMPING/ABANDONED

Service Rate	RMB700.00/declaration
* plus transport from fair site to bonded warehouse	RMB105.00/cbm (Min.2cbm/exhibitor/shipment)

14. HANDLING CHARGE FOR EXHIBITS IMPORT AND RE-EXPORT WHICH WILL APPLY UNDERTAKEN LICENSE FROM HKSAR

Service Rate	RMB175.00 / license

16. CUSTOMS DECLARATION HANDLING FOR TAX/DUTY PAYABLE ITEM

Service Rate	RMB700.00/consignment/exhibitor

* plus 5% commission of paying tax/duty on the behalf

XII) REMARKS

1. Above rates exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties, or any items not covered in this tariff. Exhibitors should reimburse BALtrans for the cost if they incur.

2. Minimum charge: -
   a) Surface consignment
   - Loose cargo (LCL) : Minimum1 FREIGHT TONS/exhibitor/shipment.
   - General container (FCL) : Minimum 23 FREIGHT TONS per 20' container.
     : Minimum 46 FREIGHT TONS per 40' container.
   - Flat rack, open top or high-cube container : Minimum 25 FREIGHT TONS per 20' container.
     : Minimum 50 FREIGHT TONS per 40' container.

   b) Air consignment - 120 freight kilos / every exhibitor / every air freight consignment

3. Volume and weight conversion in airfreight rate is 6 cbm = 1000 kilo.

4. Above rates exclude, port security manage fee pay to China Government **(2/1000 of goods value, min. RMB35.00/consignment)** air / ocean terminal handling charges, LCL charges, overtime storage dues in pier, registration fee in pier, airport terminal / freight forwarder's warehouse, import or re-export declaration fee payable to Government of HKSAR **(0.05% of the total cargo value declared by the exhibitors, for those shipments imported and /or re-exported via port of China, Min RMB119.00/shipment/time)**, **plus input data fee (Tradelink) RMB14.00/time**, these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Government of Chinese / HKSAR.

5. Customs tax / duty
   All exhibits are arranged as temporary imported goods. If an exhibit is only for display or demonstration in the fair, there is no any tax / duty will be charged by customs. But if after the fair closing, any exhibit is sold, abandoned or given to domestic company etc., according to the Chinese Custom regulation, tax / duty and storage fee will be charged. Moreover, for souvenir (i.e. pen, clock, watch, key chain, etc.), Chinese Customs will consider to charge tax / duty according its actual quantity and value.

6. Cargo arrived beyond deadline, **an additional handling surcharge 30% (Min.RMB700.00 / exhibitor / shipment)** will be added to cover the additional cost, but it is not a guarantee the late-come exhibit arrives at the site before the opening of exhibition or in time.

7. All freight charge must be settled in accordance with our schedule mentioned on attachment **(TIME SCHEDULE).** A **2.5% outlay commission** will be added for unpaid invoice beyond fair open date.

8. Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of floating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.

9. Return exhibits can only be shipped out after the completion of customs clearance, which normally takes 14 working days, counting from the first working day after the move-out operation is done, to finish. Should

exhibitor ask for priority or express service to accommodate its needs, a 50% additional charge on top of the official tariff will be requested to cover the extra effort spent; and the final decision is subject to the Customs' approval.

10. Unpacked cargo without container is not accepted.

11. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.
12. All inbound and outbound shipments (sea freight, air freight, or land/rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis; otherwise we shall levy **5% commission** on the freight, which we pay on your behalf to the local carriers. The willingness of paying 5% commission, by exhibitors, is not the only criterion factored in BALtrans' discretion of accepting this request, all subject to BALtrans' final decision.

13. In order to obtain the import permits covering all food & beverage / plant products, the "Declaration Form" must be completed in detail and return to BALtrans in advance. Special for wine & spirits, it must be indicated detailed description/type of wine or spirit, nos. of bottles, volume of bottle (liters), alcoholic volume & value, etc. All these kind of products will incur duties & tax and are non-refundable. Please be reminded that without or return confirmation, these would not be imported in China. The handling & service charges for these kinds of products will be quoted separately.

14. The surcharge for handling of dangerous cargo will be given upon request and this charge will be charged at exhibitors' account.

15. Exhibitors will be charged overtime surcharge for working on non-official working hours, i.e. beyond normal working / opening hours of official move-in, move-out, as well as show period. Rates are subject to separate quotation.

16. Exhibitors must bear all necessary penalties imposed by the Customs if the Clearance is not finished within the time allowed. Consequently, it is very imperative for exhibitors to send BALtrans all related shipping documents according to the **Time Schedule and Consignment Instruction.**

17. BALtrans reserve the right to issue separate quotation for individual package with dimensions attaining or exceeding-
    LENGTH: 5 M **WIDTH: 2.1 M** **HEIGHT: 2.1 M**

18. BALtrans does not take any responsibility for: -
    a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
    b) Any tax / duty for sold exhibits
    c) Import contract or permit for sold exhibits.

19. Any service required from exhibitors not covered by tariff should be notified BALtrans in advance, quotation will be given upon request.

20. This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.

21. BALtrans reserve the right to amend the above rates if in case the exhibition is changed its date, city or venue.

22. All transactions are undertaken subject to the standard trading conditions of BALtrans Exhibition & Removal Ltd. (copies available on request fro the company) and which, in certain cases, exclude or limit the company's liability.

Note: To ensure smooth handling of exhibits, please contact BALtrans for the Official Shipping Manual. Failure to comply with the points in manual is likely to create problems and additional expenses.

APPENDIX I

interzum guangzhou 2011
China Import & Export Fair Pazhou Complex
Guangzhou, P.R. China
27 – 30 MAR., 2011

TRANSPORT ORDER TO BALTRANS

Exhibitor: _____

Stand no.: _____

We have participated in the mentioned exhibition and hereby authorize **BALTRANS** to handle our exhibits as listed in the attached "Declaration Form for Temporary Import Exhibits", which is declared truly and correctly. Any discrepancies or mistakes found by the Chinese Authorities as well as additional costs incurred are fully our responsibilities and liabilities. We understand that the exhibits will only be released to us when we have settled BALtrans' invoice(s) in full, and BALtrans' service rates are compiled on volume or weight basis and insurance coverage is not included. Meantime, we agree that all transactions are subject to the standard trading conditions of **BALtrans Exhibition & Removal Ltd** and which, in certain cases, exclude or limit the company's liability.

☐ We will arrange the insurance coverage for the exhibits by ourselves.

For your information, please transport our exhibits to the exhibition site as follows:

☐ from HONG KONG SAR to GUANGZHOU by surface.
Total _____ CBM/KILOS Total _____ packages

☐ from GUANGZHOU Seaport.(FOR FCL ONLY)
Total _____ CBM/KILOS Total _____ packages

☐ from GUANGZHOU Airport.
Total _____ CBM/KILOS Total _____ packages

☐ from the entrance of the exhibition site.
Total _____ CBM/KILOS Total _____ packages

On-site Contact Person(s)
Our representative(s), details as below, shall arrive at the fair site before the Exhibition opens and contact BALtrans Exhibition for unpacking, repacking, and customs clearance.

Mr./Ms./Mrs._____(Mobile No._____)

Mr./Ms./Mrs._____(Mobile No._____)

Date and Time of their arrival: _____ AM / PM

Signature with Company Chop & Date_____

Name and Title in Block Letters _____

A MEMBER OF TOLL GROUP

展览会名称： Exhibition:	interzum guangzhou 2011 China Import & Export Fair Pazhou Complex Guangzhou, P.R. China 27 – 30 MAR., 2011

附件二
Appendix II

暂准进口展品报关清单
DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

参展单位 Exhibitor		国别 / 地区 / Region Country	展馆 / 展台号 Hall / Booth No.	原产地 Original	总件数 Total pkgs				a. 已售 Sold b. 回运 to be returned c. 放弃/消耗 abandoned/consumed d. 赠送 given away
箱号 C/No.	尺码 (厘米) L x W x H (cm)	毛 重 G.W.	净 重 N.W.	展品内容规格型号 (英文) Description of Contents in English	展品内容规格型号 (中文) Description of Contents in Chinese	数量/单位 Quantity	单价 (USD) Unit Price (CIF)	总价 (USD) Total (CIF)	商品代号 H.S. No.	
制单人 (签字及盖章): Signature & company chop		注: 若展品是机械、电器或计算机产品，均须申报品牌名称、型号及序号。同时必须清楚列明在外箱包装。				Total C.I.F. Value (USD)		-		此栏必须填写 (Must declared)
		Remarks : The brand name(s), model nos., serial nos., must be declared if exhibits are machine, electrical appliances or computers. Also, they must be marked on<u>outside packing.</u>				保昌编号 (BAL NO.) ==========				

IMPORTANT:

1) THIS FORM MUST BE COMPLETED AND E-MAILED TO US IN EXCEL FORMAT.
2) THE "H.S.NO."(HARMONIZED SYSTEM) MUST BE COMPLETED BY AN EXHIBITOR OR ITS AGENT(S).
3) ONE PAGE FOR ONE CASE ONLY. NON-COMPLIANCE IS NOT ACCEPTED BY THE CUSTOMS..
4) DETAILED DESCRIPTION OF EXHIBITS, I.E. MODEL NO. AND SERIAL NO. OF MACHINE, EQUIPMENT; ACCESSORIES, MATERIALS OF EXHIBITS MUST BE SPECIFIED.
5) NON-CONFORMABLE DECLARATION IS AT EXHIBITOR'S OWN RISK, IN TERMS OF CUSTOMS DETENTION, LATE DELIVERY, EXTRA COST, ETC.
6) THIS IS TO DECLARE THAT WE AGREE TO THE SHIPPING MANUAL AND TARIFF, AND THIS FORM WAS COMPLETED IN COMPLIANCE WITH THE REQUIREMENTS THEREIN.

Standard trading conditions applied, available on request.

Signature of Responsible Person: _____ *Date:* _____

APPENDIX III

ACKNOWLEDGEMENT OF CUSTOMS CLEARANCE FORMALITIES

Dear Exhibitor,

We, BALtrans Exhibition & Removal Ltd., are very glad to be appointed the official freight forwarder in the captioned show. This is our honor to provide our quality forwarding services to you. For your information, all overseas exhibits are only allowed to PR China under temporary customs bond, and all of them will be kept under surveillance by the Chinese Authorities. Therefore, strictly abiding by the below formalities will keep you free from facing serious consequences on violating related rules and regulations.

A) Return of Exhibits

Please provide disposal instructions for all of your exhibits, regardless of disposal nature, to BALtrans before the closing of exhibition. For any emergency needs in return shipments, your instructions MUST reach BALtrans BEFORE the opening of exhibition.

B) Sold

Without prior approval of the Chinese Authorities, exhibits are prohibited from being sold by retail to visitors on spot. Any sales, irrespective of value, is mandatory to go through official procedures – packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, buyer or official importer.

C) Consumed Exhibits

Promotional Materials: Publicities, Souvenirs, Samples, Visual Aids, or etc.

If an exhibitor has an intent of using visual aids and distribution of promotional materials on site, accompanied with completed Declaration Form for Temporary Import Exhibits, please courier all visual aids – CD, VCD, DVD, film, photograph, map, etc. – and two samples of publicities – catalogue, leaflet, etc. – and souvenirs, etc. to BALtrans Beijing (address listed below) on or before the date stipulated in the *Time Schedule.* BALtrans will on forward them to the Chinese Authorities for censorship. The grant of this intent is subject to the Authorities' approval and levies. The censorship usually takes 3 – 4 working days; and criteria for approval and assessment of tax and duties are the nature of commodity, value, and quantity. Late approval is the result of late submission. Please pay attention.

BALtrans Exhibition & Removal Ltd.
Unit 1510, 15/F., Ocean Centre, No. 5 Canton Road, Tsimshatsui, Hong Kong
Attn: Mr. William Wan Tel.: (852) 2798 6628 Fax: (852) 2796 5606

D) Give-away to Domestic Company

Give-away items means the exhibitor provides its agent, sub-company, and corporate partners in PR China with its exhibits free for the purpose of business development. The clearance procedures are same as *Sold* exhibits – packed and returned to the customs bonded warehouse after the fair pending till the completion of import formalities, and clearance of tax and duties, local transportation, as well as bonded warehouse storage charges by the exhibitor, receiver or official importer.

E) Abandoned Exhibits

Under the Customs' rules and regulations, no abandoned exhibits are allowed to be disposed by exhibitor's own arrangement. They must be re-packed and handed over to the Customs' disposal via BALtrans. Waste treatment charges, storage, and related charges are at the exhibitor's account. It is also subject to the Authorities' approval for abandoned that the earlier submission of your declaration of abandoned exhibits, the more storage charges you could save. You are suggested to submit your declaration to BALtrans before the opening of the fair. Despite of abandoned exhibits, any violation of these official rules and regulations will also drag you into the possibilities of fine and penalties. **After the submission of declaration, no change is accepted by the Authorities.**

For further information and queries, please do not hesitate to contact us.

Wish you have every success in the exhibition!

BALtrans Exhibition & Removal Limited

Acknowledged by:

Company name: _____

Name of representative: _____

Signature of representative and company chop: _____

Date:

A MEMBER OF TOLL GROUP

APPENDIX IV

ACKNOWLEDGEMENT OF QUARANTINE INSPECTION AND FUMIGATION FORMALITIES

Wooden Materials

Effective from 01 January 2006, it is mandatory to have all exhibits, containing wooden materials – internal or external packing or for stuffing purpose; and as minor as wooden chip, beam, etc.-, fumigated before importing to China by the Chinese Authorities. All treated wooden materials must bear the officially recognized mark "IPPC" – referring to the attached "Notice" – with the production of fumigation certificate (wood/heat treatment certificate) as an important proof of this undertaking to the Chinese Authorities. **No countries and cities (including Hong Kong SAR, Macau SAR, and Taiwan) are immune from these rules and regulations.**

The acceptance of wood treatment upto the standard is subject to the Chinese Authorities' final decision. Should they feel necessary to enforce the treatment again on the Mainland, all costs of inspection, fumigation, handling…will be at the exhibitor's account. Any re-treatment, no doubt, will affect the timely delivery of exhibits to the exhibitor, for which BALtrans could not be held responsibility and liability. **The Authorities are undergoing rigorous inspection on all exhibits. Negative impact on the exhibitor is consequent on lax with fumigation.**

Used Stuffing and Packing Materials

Under no circumstances could all used stuffing and/or packing materials – newspapers, wrapping paper, paper chips, bubble sheets, etc. - be left in China irrespective of disposal nature. Violators will be penalized by the Authorities.

If an exhibitor is having a package of exhibit sold or returned or abandoned, etc., any stuffing and packing materials used to fix and/or wrap the exhibits in the inbound movement are mandatory to be taken away from China by any means, i.e. by shipment or handcarry, at the exhibitor's expenses. For example, an exhibitor has a box of exhibit sold, the exhibits are of course left in China; but the used stuffing or wrapping materials must be taken away of China by any means. **Pay-to-dump in China is prohibited by the Authorities.**

Acceptance of the re-use of original materials may be granted, which is subject to the Authorities' approval. Exhibitor is, therefore, suggested to prepare additional NEW STUFFING AND PACKING MATERIALS in its inbound shipment for repacking its sold and giveaway exhibits, in case the re-use of those materials is not granted.

Food Stuff, Beverage
Meat, Dairy Products, Produce, Plants

As the customs and quarantine departments of PRC impose strict restrictions on importation of foods, beverage, meat, dairy products, produce and plants, special import permits are required. However, they are normally used in commercial cargoes with large quantity. The procedures of such application are very complicated and tremendous time and money consumed, which we believe the exhibitors will not be willing to afford. Please take our suggestion of not shipping any foods stuff and beverage. Otherwise, it may delay the delivery and cause unexpected troubles and extra cost. Should it be inevitable to ship these items, please be sure the valid "Certificate of Origin" & the "Official Healthy Certificate" are available? These items MUST BE shipped in ONE single individual shipment - without mixing with other items. Full details of the intended shipment MUST BE sent to BALtrans, AT LEAST, one month before our receiving deadline enabling us to consult the local authorities for further advice and application of import permits. Without having our confirmation, please DO NOT ship out these items. The handling & service charges for these kinds of commodities will be quoted separately.

BALtrans Exhibition & Removal Limited

Acknowledged by:

Company name: _____

Name of representative: _____

Signature of representative and company chop: _____

Date: _____

A MEMBER OF TOLL GROUP

NOTICE

INSPECTION AND QUARANTINE IN CHINA

Effective Date:
January 01, 2006 (Date of Shipments Arrival China)

Applied Countries, Cities, and Districts:
All countries / Cities (Including Hong Kong SAR, Macau SAR and Taiwan Area)

Applied Scopes:
All non-processed wooden packing materials used to carry, pack, pad and support, and reinforce the goods, such as, but not limit to, wooden case, crate, pallet, frame, beam, skid, wedge, sleeper and pad.

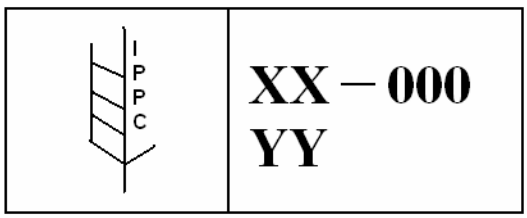
Exempted Scopes:
1. Being heated and pressed wooden packing materials, such as: plywood, particleboard, fiberboard, etc.
2. Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

Treatment / Fumigation Standard:
Wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the export countries, cities, or districts, and marked with “IPPC” (sample shown as below) on two opposite sides.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) in exporting countries and treatment methods (HT, or MB)

If the wooden packing materials without the official mark of “IPPC” or with the mark but in unqualified treatment, the Authorities will destroy the cargoes or return them to the port of origin.

Sample of Marking:



Where:
IPPC - Abbreviation of "International Plant Protection Convention";
XX - International Standardization Organization (ISO) two letter country code;
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

APPENDIX V

SKETCH OF BULKY EXHIBITS

超 限 展品 示 意 图

interzum guangzhou 2011
China Import & Export Fair Pazhou Complex
Guangzhou, P.R. China
27 – 30 MAR., 2011

NAME OF EXHIBITOR 展 出 者 姓 名			
HALL NO. 馆 号		STAND NO. 展 台 号	
MARK & CASE NO. 唛 头 及 箱 号			
WEIGHT（GROSS） KGS 重 量（毛 重） 公 斤		CENTRE OF GRAVITY 重 心 位 置	
DIMENSION LENGTH X WIDTH X HEIGHT（METER） 体 积 = 长 X 宽 X 高 （米）			
SKETCH 图 示			

NOTE: 1. EXHIBITS EXCEEDING 2.2M LENGTH, 2.2M WIDTH AND 2.2M HIGHT ARE *BULKY EXHIBITS*
2. THE HIGHEST POINT AND HEIGHT OF THE TWO SIDES SHOULD BE MARKED.

说明： 1.凡超过长2.2米、宽2.2米、高2.2米的展品均为超限展品。
2. 高度要标明中心高和两侧高。

17 Invitation Letter for Visa Application

To be returned by: **28 January 2011**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn

Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970

17.1 Invitation Letter for Visa Application (FOR EXHIBITORS ONLY)

All nationals who are traveling to **interzum guangzhou 2011** will require a tourist visa to China. For your tourist visa application, please contact your local travel agent or the China Embassy in your country.

In the event that you want to apply for a special business visa you will need an official invitation letter from the relevant authority.

Please note that originals of invitation letters are necessary in the following countries: Turkey, India, Pakistan, Bangladesh, Sri Lanka, U A E, Iran, Tunis, Syria, Lebanon, Morocco, Thailand, Vietnam, Iraq, etc.

In order for us to formulate this letter as precisely as possible, you must provide us with various details in PRINT or TYPE only.

Please complete the attached Visa Invitation Letter Application and return them by 28 January 2011.

The Invitation Letter for visa application can be faxed to the exhibitor free of charge, and €60.00 administration charge will apply if the original copy of the Invitation Letter is needed.

****IMPORTANT** : ANY APPLICATION RECEIVED AFTER THE DUE DATE – 28 JANUARY 2011 WILL NOT BE ENTERTAINED BY THE RELEVANT AUTHORITY.**

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

递表人 Delivery By

递表日期 Delivery Date

Foreign Businessman Visa Application Form

外国商人签证申请表

申请单位

Company Name

国家（地区） Country (Region)	外商单位 Company
	详细地址 Address
统计代码 Code	传真号码 Fax
来访目的 Purpose to China	

拟入境日期 Arrival Date	访问地点 Visit Place	境外签证地点 Visa Application Place
护照有效期至 Passport Expire to 日/月/年 dd/mm/year	申请入境次数 Number of Entries 次/Time(s)	停留时间 Duration of Stay 天/Day(s)

被邀请人员名单 Application Personnel List　　总人数 Total Number

姓名 Name	性别 Gender	出生年月 Date of Birth	职务 Position	国籍 Nationality	护照号码 Passport No.

申请单位盖章并签字

Applicator's Legal Signature and Stamp

联系人及电话

Contact Person & Tel

邮政编码及地址

Postcode & Add

填表日期

Date

受理人

Acceptor

18 Hotel Reservation

To be returned by: **18 February 2011**

For travel and air ticket order, please contact:

Canton Fair International Travel Agency Co. Ltd
4/F Trade Building, 117 Liuhua Road, Guangzhou, China
Ms. Yan or Ms. Tan
Tel : +86 20 2608 2111
+86 20 8667 1722
Fax : +86 20 2608 2113
+86 20 8668 1714
cantonfair.tour.1@vip.tom.com

18.1 Hotel Reservation

To ensure that you have a pleasant trip at **interzum guangzhou 2011**, here's a list of hotels for your accommodation. To make a reservation for your stay, please contact the hotels **directly** through the telephone and fax numbers or email address provided:

No.	HOTEL	TYPE OF THE ROOM	RATES (RM/NIGHT)	TEL / EMAIL	FAX	CONTACT PERSON	Add
1	China Hotel ★★★★★	Deluxe Room	RMB680	+86-20-86666888 ext. 3038/3497/3228 jielinyu@marriotthotels.com	+86-20-86686698	Mr. Chen Jianqiang Ms. Li Jinyi	No.122, Liuhua Road, Guangzhou About 40 minutes drive from the airport
		Executive Room	RMB1140				
		Executive Suite Room	RMB1370				
2	Dongfang Hotel ★★★★★	Deluxe Twin	RMB600	+86-20-86669900 ext. 7905 sales@hoteldongfang.com	+86-20-86681618	Ms. Bobo Xi	No. 120, Liuhua Road, Guangzhou About 40 minutes drive from the airport
		Deluxe Business Room	RMB700				
		Superior Suite	RMB950				
3	Guangzhou Garden Hotel ★★★★★	Superior Room	RMB800	+86-20-83338989-3269 sales@thegardenhotel.com.cn	+86-20-83877543	Ms. Lan Yan	No. 368, Huanshi Dong Road, Guangzhou About 50 minutes drive from the airport
		Elite Room	RMB1000				
		Deluxe Room	RMB1400				
4	Shangri-La Hotel ★★★★★	Deluxe Room	RMB1366	+86-20-89178088 reservations..slpg@shangri-la.com	+86-20-89176388	Mr. Yan Xinqi	No.1,Huizhan Dong Road, , Guangzhou About 50 minutes drive from the airport
		Deluxe Room (River View)	RMB1481				
		Executive Suite	RMB2737				
5	Chateau Star River Hotel ★★★★★	Superior Room	RMB400	+86-20-39936688 ext. 6819 sales@shateaustarriver.com	+86-20-39933648	Ms. Tang Lanlan	Yinbin Rd., Panyu District, Guangzhou About 70 minutes drive from the airport
		Deluxe Room	RMB880				
		Business Room	RMB950				
6	White Swan Hotel ★★★★★	Standard Room	RMB720	+86-20-81886968 ext. 30506 / 30508 +86-20-81889891 rsvn@whiteswanhotel.com	+86-20-81900511	Ms. Yang Yin Mr. Meng Fan	No.1, Shamian Nan Street, Guangzhou About 40 minutes drive from the airport
		Deluxe Room	RMB840				
		Business Suite	RMB1800				

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

18 Hotel Reservation

To be returned by: **18 February 2011**

For travel and air ticket order, please contact:

Canton Fair International Travel Agency Co. Ltd
4/F Trade Building, 117 Liuhua Road, Guangzhou, China
Ms. Yan or Ms. Tan
Tel : +86 20 2608 2111
+86 20 8667 1722
Fax : +86 20 2608 2113
+86 20 8668 1714
cantonfair.tour.1@vip.tom.com

18.1 Hotel Reservation

No.	HOTEL	TYPE OF THE ROOM	RATES (RM/NIGHT)	TEL / EMAIL	FAX	CONTACT PERSON	Add.
7	Ramada Pearl Hotel Guangzhou ★★★★☆	Business Room	RMB530	+86-20-87372988-7380 Sandy.hu@ramadagz.com	+86-20-8737442	Ms. Hu Jianqing	Minyue Yi Road, Guangzhou DaDao (Middel), Guangzhou About 50 minutes drive from the airport
		Superior Business Room	RMB580				
		Business Suite	RMB750				
8	Rosedale Hotel & Suite Guangzhou ★★★★	Deluxe Room @	RMB450	+86-20-84418888-4121 ssm@rosedalegz.com.cn	+86-20-84412716	Mr. Zhou Qinsheng	No. 348, Jiangnan Da Dao (Middle), Guangzhou About 40 minutes drive from the airport
		Deluxe Room @	RMB490				
		Deluxe Executive Room @	RMB530				
9	Hotel Landmark Canton ★★★★	Business Room @	RMB455	+86-400 830 9988 sales@hotel-landmark.com.cn	+86-20-83323461	Ms. Chen Yanchang	No.8, Qiaoguan Road, Guangzhou About 50 minutes drive from the airport
		Elite Room @	RMB4950				
10	Grand Royal Hotel ★★★★☆	Superior Room	RMB438	+86-20-83966333 ext.6618 / 6630 +86-13380067088 sales@grand-royalhote.com	+86-20-82301915	Ms. Zhen Shaomin Ms. Luo Dan	No.483, Zhongshan Da Dao (Middle), Tianhe District, Guangzhou About 60 minutes drive from the airport
		Deluxe Room	RMB528				
		Standard Suite	RMB638				
11	Guangdong Guest Hotel ★★★★	Superior Room (Baiyun Building)	RMB330	+86-20-83332950 ext. 3498 / 5116 rsvn@ggh.com.cn	+86-20-83378942	Ms. Zhen Xiaolei Mr. Zhai Lei	No.603, Jiefang Bei Road, Guangzhou About 60 minutes drive from the airport
		Superior Business Room (Baiyun Building)	RMB450				
		Superior Executive (Bihai Building)	RMB450				
12	Liuhua Hotel ★★★★	Standard Room	RMB380	+86-20-86668800-6188 Cocolin99@163.com	+86-20-86664030	Ms. Lin Liping	No.194, Huangshi Xi Road, Guangzhou About 40 minutes drive from the airport
		Executive Room	RMB500				

The above information is correct at the time of printing. Hotels reserve the right to amend hotel packages without notice. Exhibitors are requested to contact the respective hotels to secure accommodation in Guangzhou during this period.

Rooms with @ provide internet access for free. Hotels listed above provide shuttle bus for free from hotel to exhibition venue for exhibitor, you can get more details from the reception of hotel while checking in.

For additional information on travel packages, local tours and transportation services, kindly contact our official travel agents.
Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....

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CHINA INTERNATIONAL WOODWORKING MACHINERY & FURNITURE RAW MATERIALS FAIR (GUANGZHOU)

interzum guangzhou (27-30, March, 2011)

Please return this form with your requirement via email or fax to the contact person on the table above **directly.**

Hotel booking Details:

Hotel Name: _____

Room type: _____

Single/twin share room /double room with 1 king-size bed (circle accordingly)

Number of room(S): _____

Guest Name: _____ _____ _____ _____

Check in date and time (China local time zone) : _____

Check out date (China local time zone) : _____

Order form only valid with complete company details

Company Name: ..... **Stand No:** .....

Fax: ..... **Tel:** ..... **Email:** .....

Contact: ..... **Date & Signature:** .....